

# Asheville Data-Dictionary

## Accounts Payable

VIEW NAME	DESCRIPTION
AP_CHECKS	
AP_INVOICE	
AP_PURCH ORDERS	
AP_VENDOR	
AP_VENDOR DETAIL	

## Accounts Receivable

VIEW NAME	DESCRIPTION
AR_ALL_BILLS	Common fields which link bill header with bill detail. (This has the same data fields as ar_unpd_bills)
AR_ADJUSTMENTS	Shows all adjustments and abatements entered into MUNIS through bill maintenance and abatement programs.
AR_BILL_INTEREST	Shows interest, discount and penalty amounts. Each of these fields in MUNIS is calculated "on-the-fly." Prior to using this view, you must first run the MUNIS program "Calculate Amounts for Report Writer." Call MUNIS AR Support with questions.
AR_BILL_SPEC_COND	Displays basic bill information and special condition information when attached by year/cat/bill, or, customer number or property code
AR_CHARGE_ARCODE	
AR_CUST_ADDRESSES	Shows information held in the Additional Addresses screen in MUNIS.
AR_CUST_OTHER_NAME	Shows information held in the "Other name" screen in MUNIS.
AR_CUST_SPEC_COND	Shows any special condition code that is attached to a Customer ID number along with basic primary address information.
AR_CUSTOMER	Customer information including additional addresses and personal data.
AR_HISTORY_GL	GL information for all AR bill history records
AR_HISTORY_MISC	History for all miscellaneous receipts
AR_PAYMNT_METHOD	Payment method information on all bill receipts. Cash, check, etc.
AR_RECEIPT_ALL	All receipt records.
AR_RECEIPT_2000 ...	All receipt records for that calendar year.
AR_RECEIPT_PROOF	Header and detail information on receipts still in proof. Once batches are posted, data is only available in the ar_receipt_year views.
AR_RCPT_PROOF_GL	GL information for receipts still in proof.
AR_RCPT_PROOF_METH	Payment method information for receipts still in proof. Cash, check, etc.
AR_UNPD_BILLS_2000 ...	All records for the given bill year that do not have a \$0 balance. Includes credits as well as amounts due.
AR_UNPD_BILLS	Unpaid bills. Common fields which link bill header with bill detail. (This has the same data fields as ar_all_bills except it will only pull in bills with an unpaid balance.)

## Business Licenses

VIEW NAME	DESCRIPTION
BL_BILLS	Business license bill information.
BL_CHARGES	Business license charges and bill detail.
BL_CUSTOMERS	Business license master with linkage to ar customer information and additional addresses.
BL_HISTORY	History of business license bill information.
BL_MASTER	Business license master with linkage to insurance, mall development and town codes.

## Fixed Assets

VIEW NAME	DESCRIPTION
FA_CODES	Shows sub-department, department, custodian, insurance and manufacturer information on fixed assets.
FA_GL_INFORMATION	Shows GL account information for Fixed Assets.
FA_MASTER	Shows basic information on Fixed Asset master records.

## General Billing

VIEW NAME	DESCRIPTION
GB_BILL_DETAIL	Bill detail and invoice open detail for general ledger information.
GB_BILL_HEADER	Bill header information for General Billing.
GB_COMMENTS	Comments for General Billing linked to bill header.
GB_CUSTOMER	General Billing customer information linked to Munis customer info.

## General Ledger

VIEW NAME	DESCRIPTION
GL_BUDGET	Budget information.
GL_BUDGET_DET	Detail lines for budget items.
GL_BUDGET_ROLLUP	Holds budget roll up codes and accounts associated with those codes.
GL_BUDGET_TEXT	Text for the individual budget detail lines.
GL_FUND_DATA	Fund information
GL_HISTORY	GL account activity history tables
GL_JOURNAL_HOLD	GL account activity prior to being posted. Once posted, all information is available only in the GL_HISTORY view.
GL_MASTER	GL account information including descriptions for org, object and character codes.
GL_MASTER_BAL	Master balance information on GL accounts.
GL_PROJECT	Project information including comments and grantor information.
GL_SEGMENT_1 8	Each view contains the descriptions for the segment defined.

## Inventory

VIEW NAME	DESCRIPTION
IN_FIFO_COST_REC	Inventory FIFO record information
IN_ITEM_LOCATION	Inventory tem and item location information
IN_ITEM_MASTER	Inventory Item master information
IN_PICK_TICKETS	Inventory item header and detail information. Shows if item has been ordered, shipped, cancelled or if on back order.
IN_TRANS_HISTORY	Inventory transaction history

## Payroll

VIEW NAME	DESCRIPTION
PR_ACCRUALS	Employee accrual records including information from the accrual table and accrual limits table.
PR_ACCRUAL_DET	Detail records of employee accruals.
PR_ACCUMULATOR	Accumulated employee accrual records.
PR_ALLOCATION	Information on how pay types are distributed to different GL accounts
PR_BARGAIN_GRADE	Bargain unit information including grade table and grade step information.
PR_CHECKS	Check detail information.
PR_CERTIFICATION	Certification data.
PR_DEDUCTION_BEN	Employee deduction records including information on the deduction/benefit and bank information.
PR_DED_HISTORY	Detail history information on deductions for each employee
PR_EARN_HISTORY	Earnings history for employees
PR_EMPLOYEE_MAST	Employee master record with information for dependants, addresses and phone numbers.
PR_EMPL_USER_DEF	Gives access to Payroll user defined fields off the employee master screen.
PR_JOB_PAY	Employee pay records including information on the job and reference information for bargain unit and location.
PR_PAY_TYPE	Pay type information and corresponding longevity code information.
PR_PERIOD_PAY	Period pay proof table. Prior to posting.
PR_PERIOD_SUM_DED	Period summary and deduction proof information. Prior to posting.
PR_POSITION_CODE	Position control information
PR_PROJ_DED_BEN	Same information as PR_DEDUCTION_BEN but includes all projections.
PR_PROJ_EMP_MAST	Same information as PR_EMPLOYEE_MAST but includes all projections.
PR_PROJ_JOB_PAY	Same information as but includes all projections.PR_JOB_PAY
PR_PROJ_PAY_TYPE	Same information as PR_PAY_TYPE but includes all projections.
PR_PROJ_POS_CTL	Same information as PR_POSITION_CODE but includes all projections.
PR_TIME_ATTENDANCE	Holds time and attendance records with descriptions for pay type and job class.
PR_TIMESHEET_V	Timesheet data.
PR_VENDOR	Payroll vendor data

## Personnel

VIEW NAME	DESCRIPTION
PM_ACTION_BENEFITS	Shows information pertaining to changes in benefits. Includes details on changes as well as name information from the employee master and benefit descriptions from the benefits table.
PM_ACTION_ENTRY	Shows information held in the entry table. Includes code descriptions from job and pay tables as well as name information from the employee master.
PM_ACTION_HISTORY	Shows information held in the history table. Includes code descriptions from job and pay tables as well as name information from the employee master.
PM_APPLICANT_FILES	Shows detail information on an applicant record – tracking master record, skills and experience, education, work history, name & address, test conditions, references.
PM_APPLICANT_MAST	Shows basic information on an applicant master file/record. Also includes information from the Payroll requisition master.
PM_EVALUATIONS	Shows information from main evaluations screen
PM_EVAL_RATINGS	Shows ratings and categories along with descriptions.

## Requisitions

VIEW NAME	DESCRIPTION
RQ_ADDITIONAL_NOTE	Shows additional notes entered on requisitions
RQ_APPROVAL	Approval record for requisitions.
RQ_BUYER_NAME	Name of buyer
RQ_CLERK_NAME	Name of clerk who entered
RQ_DEPARTMENT	Department approval information
RQ_GL_INFO	General Ledger information on line items.
RQ_MASTER	Requisition master records including line item detail.
RQ_NEXT_APPROVER	Name of next approver

## Utility Billing

VIEW NAME	DESCRIPTION
UB_ACCOUNTS	UB account information
UB_ACCOUNT_CUST	Basic UB account information combined with customer and owner data. Only returns the additional address data that corresponds to the sequence defined in ubacount.
UB_AMORT_TABLES	Amortisation information and schedule data.
UB_ASSESSMENTS	UB Assessment data.
UB_BILL_DETAIL	Bill detail information for UB bills, categories 60, 61 and 62.
UB_BILL_HEADER	Bill header information for UB bills, Categories 60, 61 and 62
UB_BILL_RUNS	Information relating to bill runs and all records processed for each run. This can be a very large view and should be done with consideration of your system speed and disk space.
UB_CHARGES	Service code and description
UB_CONSUMPTION	Consumption records for all accounts and services
UB_CUSTOMERS	All customer records for UB customers.
UB_CUSTOMER_ADDL	Information for customers that have additional addresses.
UB_CUST_HISTORY	UB customer data for services including deposits, bank information and copy-to information.
UB_INSTALLMENTS	Installment information for UB accounts.
UB_METERS	Meter information file.
UB_MISCELLANEOUS	Miscellaneous charges data.
UB_NO_OTHERS	Shows accounts that have no "service based on other."
UB_NO_REMAST	Shows accounts that have do not have a valid parcel code to match with the Tax Real Estate Master.
UB_RATES	Information on rates for UB charges.
UB_SERVICE	Information on Services for UB accounts.
UB_TAXCLASS	Shows UB accounts and their Real Estate Class Codes based on the Tax Parcel Code.
UB_WORK_ORDERS	Shows work orders for accounts.
WF_APPROVER_INFO	Defines approvers to handle the work flow messages.
WF_BUSINESS_RULES	Where work flow processes are identified.
WF_HISTORY	Shows work flow approval history.
WF_PENDACT_MASTER	Displays all current pending actions.
WF_PENDACT_NOTIF	Notification of pending actions.

## Work Orders

VIEW NAME	DESCRIPTION
WO_ACTIVITY	Shows activity information for work order master records.
WO_BILLING	Shows billing information for work order records.
WO_MASTER	Shows work order master information.
WO_TASK_BUDGET	Shows budget information for each task.
WO_TSK_ACTL_DTL	Shows actual task information.



## Accounts Payable

AP_CHECKS		
FIELD TYPE	LENGTH	DESCRIPTION
N	13,2	Check amount
D	8	Check date
N	IN	Check number
AN	12	Invoice number
N	IN	Journal number
N	SI	Journal period
N	SI	Journal year
AN	20	Vendor sort name
AN	35	Vendor name
N	6	Vendor number (not null)
AN	8	Warrant number
AN	8	Cash object for detail line
AN	6	Cash org for detail line
AN	5	Cash proj for detail line
N	IN	First available check number
AN	6	Cash account object from Parameter Table
AN	8	Cash account org from Parameter Table
AN	5	Cash account proj from parameter table
AN	1	Type of check, "P"rinted, "M"annual, etc
N		Clear batch no.
AN	1	Flag to indicate check clear or unclear. Y or blank
AN	30	Comment on Add screen of Check Reconciliation
D	8	Official date the check was cleared
N	13,2	Amount to be voided
AN	16	Federal ID code
AN	11	SSN
AN	30	Vendor address line1
AN	30	Vendor address line2
AN	24	Vendor city
AN	4	County Code
AN	1	Entity Code – 0, 1, 2
AN	2	Vendor state
AN	1	Status code A = active, T = temp, I =
AN	1	Vendor zip code
AN	4	Class (e.g., Minority Business code)

## AP\_INVOICE

FIELD TYPE	LENGTH	DESCRIPTION
D	8	Check date (if status = paid)
N	IN	Check number
AN	4	Fund (for Expense accounts)
N	13	Invoice number
N	13,2	Line item amount
AN	30	Line item description
AN	6	Expense account Object (Acct)
AN	8	Expense Account Org (Department)
AN	5	Expense account Project
N	7	Purchase order number
AN	8	Requisition number
AN	20	Vendor alpha sort
N	6	Vendor number
N	1	Remittance number: 0 = use vendor address record; 1-9 = use vendor remittance address table
AN	5	Warrant number
AN	15	Asset Number
N	5, 2	Inventory percentage
N	7, 1	Inventory quantity
N	SI	Approval level
N		Batch number
AN	1	Budget distribution 1= current year; 2 = carry forward
AN	6	Cash account object
AN	8	Cash account org
AN	5	Cash account proj
AN	8	Applicable when using cash flow accounting
AN	1	Category code
AN	8	Clerk ID
AN	10	Contract
AN	3	County Code
N	13,2	Dept. number
N	13,2	Discount applied to gross
D	8	Discount date
N	13,2	Discountable amount of gross
AN	1	Entity code
D	8	Effective date of the journal
AN	250	Invoice comments
N	13,2	Invoice amount (net after disc)
D	8	Payment due date
D	8	Invoice entry date
D	8	Invoice date
AN	30	Invoice Description
AN	1	Invoice status: A = approved, H = held, P = paid
N	13,2	Invoice total (gross)
N	1	Type: 1 = invoice, 2 = credit memo, 3 = direct disbursement
AN	8	User ID of next approver
N	13,3	Non-taxable portion of gross amount
AN	1	Released? (Y/N)
N	8,2	Sales tax1 (county/local)
N	8,2	Sales tax2 (state)
AN	1	Separate check? (Y/N)
AN	8	Voucher number

AN	1	Wire Transfer? (Y/N)
N		Work order
AN	13,2	1099 Box code (from Code Table) -- Stands for the correct 1099 box that the invoice should go to when 1099s are printed at year end.
N	6	Third party vendor number (normally 0) -- Used by a single MUNIS® customer to indicate that the amount of the line item is to be added into the 1099 totals for a vendor other than the vendor specified on the header of the invoice.
AN	6	Accounts Payable Account Object
AN	8	Accounts Payable Account Org
AN	5	Accounts payable account proj
AN	1	1=Current year, 2=Carry forward
AN	2	Donation code (normally blank)
AN	1	Fixed asset (Y/N)
N		ID Key
N	1	Sequence number (a.k.a., line number)
AN	1	Over budget? (Y/N)
N	13,2	Taxable amount of line item (normally 0)
AN	1	Taxable ? (Y/N – normally N)
N	2	Journal entry period (e.g., 09)
N	4	Journal entry fiscal year (e.g., 1944)
N	SI	Fiscal year of purchase order
AN	1	Flag for PO liquidation
AN	6	Warrants payable Object (normally blank)
AN	8	Warrants payable Org (normally blank)
AN	5	Warrants payable Proj (normally blank)

## AP\_PURCH\_ORDERS

FIELD TYPE	LENGTH	DESCRIPTION
AN	6	Line item GL Object
AN	8	Line item GL Organization
AN	5	Line item GL Project
N	7	Open purchase order number
N	8	Requisition number
N	6	Vendor code
AN	1	1099 Box code (indicates which vendor 1099 box this purchase amount will be totaled into)
AN	7	Bid number
N	13,2	Canceled dollar amount
N	7,1	Canceled quantity
AN	7	Contract number
AN	6	Requesting department code
AN	1	Description note action field (Y= there are notes; N= there are no notes)
N	13,2	Unity price * quantity = extended
N	5,2	Discount percentage
N	13,2	Extended * discount/100 = dis_pr
AN	15	Fixed Asset
AN	1	Fixed asset code? (Y/N)
N	13,2	Estimated freight
AN	3	Item location code
AN	10	Inventory Item #
N	3	Purchase order line number
AN	210	Line item description
N	13,2	Net price
N	3	Purchase order line number

N	7,1	Quantity for this line item
N	13,2	Liquidated dollar amount
AN	1	Post-it note action field (Y= notes; N= no notes)
AN	7	Quote number
N	7,1	Received quantity
D	8	Requested by date
N	13,2	South Carolina sales tax?
N	13,2	Trade in amount or credit due
AN	4	Unit of measure
N	13,5	Unit price
AN	1	Over/under budget code
N	13,2	Canceled amount
N	13,2	Dollar amount
N	3	Purchase order line number
N	13,2	Liquidated amount
N	13,2	Ordered amount
AN	6	(For this field and next two fields) For year end processing, if budgetary method 2 is used, these fields are what the prior year encumbrance account was (i.e., pogl_org_no, po_gl_obj_no, po_gl_pro_no))
AN	8	As above
AN	5	As above
N	6,3	Percent allocated
N	SI	Address number
N	4	GL allocation code
N		Approval level
AN	1	Y/N approved flag
AN	6	Open purchase order batch code
AN	6	Bill to code
N	8	Buyer ID
D	8	Change number date
N	2	Change date
AN	8	User ID of the clerk
AN	1	Comments notes action code (Y= there are notes; N= there are no notes)
AN	16	General commodity code
AN	10	Contract number
AN	1	Converted by MUNIS
N	5,3	Discount percent
D	8	Blanket order expiration date
N	2	Fiscal period
N	4	Fiscal year
N	1	Fiscal year (C or N)
AN	1	Fixed asset
N	5,3	The freight charge, charged by percent.
AN	30	General comments
D		Effective date for GL journal update
AN	8	User ID of next approver
AN	1	Partial payment?
AN	1	Post It note action field (Y= there are notes; N= there are no notes)
D	8	Preparation date
AN	2	Purchase type
N	SI	Remit number
AN	6	Requesting department
D	8	Requested by date
AN	4	Review code
AN	51	Desired shipping method



AN	6	Ship to code
AN	51	Ship to reference
AN	1	Sole source?
AN	1	Special handling code (P, N, or C)
AN	1	Status code
N	13, 2	Purchase order total amount
N	1	Type of purchase order (B= "Blanket PO", N= intend complete liquidation of PO
AN	1	Vendor note field (Y= there are notes; N= no notes)
AN	5	Work order activity code
N	IN	Work order number
AN	1	Financial year end distribution code
AN	8	Who created record
D	14	Date/time of creation (date time year to minute)
AN	15	Fixed asset number
AN	15	Packing slip number
N	13,2	Dollar amount received
D	8	Date items received
N	7,1	Quantity received
AN	230	Comments about received items
AN	230	Comments about returned items
N	7,1	Number of items returned
N		System generated unique key

## AP\_VENDOR

FIELD TYPE	LENGTH	DESCRIPTION
N	8	Accounts Receivable Customer number
N	IN	PR employee number
AN	20	Vendor sort name
AN	35	Vendor name
N	6	Vendor number (not null)
N	1	Remittance sequence-up to 9 addresses can be entered, each address is assigned a # 1-9. This address prints on the check.
N	13,3	Amount
AN	1	The 1099 Box code
AN	1	Default 1099 box code
AN	6	The department location code
AN	1	Y/N 1099 vendor
N	SI	Year
AN	1	Account type: C or S
AN	25	Vendor bank account number
AN	3	Vendor bank code
AN	100	Certification notes (user-defined)
AN	100	Class notes (user-defined)
AN	10	Contact#1 description/position
AN	10	Contact#1 fax number
AN	20	Contact#1 name
AN	20	Contact#1 phone number
AN	10	Contact#2 description/position
AN	10	Contact#2 fax number
AN	20	Contact#2 name
AN	20	Contact#2 phone number
N	SI	Number of days until discount no longer calculated
N	SI	Days until net is due

AN	35	Doing business as
AN	6	Default object
AN	8	Default org
AN	5	Default project
N	5,3	Discount percentage
AN	1	Send mail? Yes or no.
AN	20	Contact's email address
AN	50	Email for contact #1
AN	50	Email for contact #2
D	8	Vendor entry date
AN	16	Federal ID code
AN	20	Freight Terms/Method comment
N	5,3	Freight percent commonly applied
AN	4	Type (user-defined)
AN	4	Geographic code (user-defined)
AN	40	Contact's Internet address
D	8	The date any of the fields in this program changed
N	7,2	Minimum order
AN	1	Converted by MUNIS
AN	40	Second name field
AN	1	Method of payment: Printed, EFT, Prenote.
AN	4	Performance code
AN	1	Purchase order method
AN	1	Y/N prenotification is required for EFT
AN	1	Alternate remittance address (Y/N)
AN	11	SSN
AN	4	Status reason
AN	30	Vendor address line1
AN	30	Vendor address line2
AN	24	Vendor city
AN	4	County Code
AN	1	Entity Code – 0, 1, 2
AN	2	Vendor state
AN	1	Status code A = active, T = temp, I = inactive, etc.
AN	1	Vendor zip code
AN	4	Class (e.g., Minority Business code)
AN	1	Identifies whether the W-9 form was received (Y/N)
AN	1	Identifies whether the W-9 form was sent (Y/N)
AN	50	Filler field
AN	35	Remittance name of contact
AN	30	Remittance Address line 1
AN	30	Remittance Address line 2
AN	24	Remittance City
AN	2	Remittance State
AN	10	Remittance zip code

## AP\_VENDOR\_DETAIL

FIELD TYPE	LENGTH	DESCRIPTION
N	13,2	Check amount
DATE		Check date
N		Check number
AN	12	Invoice number
N		Vendor number
AN	1	1099 code
AN	6	Issuing Department
N		Detail sequence number
N		Detail type
N		Year
AN	2	Donate code
N		Primary vendor number

# Accounts Receivable

## AR\_ALL\_BILLS

\*\*\* SEE VIEW AR\_UNPAID\_BILLS FOR DATA FIELDS\*\*\*

## AR\_ADJUSTMENTS

FIELD TYPE	LENGTH	DESCRIPTION
AN	3	Adjustment code (Abatement, adjustment)
N	SI	Action Type
AN	1	Adjustment Type (Exemption, Abatement, Adjustment, Credit, Freeze)
N	SI	AR Category
N	INT	Customer CID
N	INT	Bill number
N	SI	Bill Year
AN	20	Property ID code
AN	4	Activity Type (Prin, Fee)
AN	6	Charge Code
N	11,2	Diff Amount
N	10,2	Installment 1 amount
N	10,2	Installment 2 amount
N	10,2	Installment 3 amount
N	10,2	Installment 4 amount
N	10,2	Interest amount held
D	10	Last activity date
N	SI	Detail Line number
N	11,2	New Amount
N	11,2	Old Amount
AN	1	Original Lien
N	10,2	Pre Adjustment
N	SI	System Address Number
N	INT	Applicant customer CID
N	SI	Applicant customer system address number.
N	10	Assessment amount
AN	8	Batch
AN	1	Has bill been updated?
AN	8	Clerk
N	SI	Cycle
N	10	Effective Date
N	10	Entry Date
N	10	Exempt Amount
AN	40	Memo 1 field
AN	40	Memo 2 field
N	10,3	New Acres
N	10	New Assessment
N	7,2	New Credit
N	10	New Exemption
N	10,3	Original Acres
N	10	Original Assessment
N	7,2	Original Credit
N	10	Original Exemption
N	INT	Post Journal

N	SI	Post Period
N	SI	Post year
AN	6	Reason Code
N	INT	Ref number. Used for linking
AN	10	Reference field
AN	1	Is this a reversal?
AN	AN	Adjustment Status

#### AR\_BILL\_INTEREST

FIELD TYPE	LENGTH	DESCRIPTION
SI		AR Category
I		Bill Number a_bill_year
SI		Fiscal / Bill Year ai_date_effective
DATE		Effective Date ai_discount_amount
N	10,2	Discount Amount
N	10,2	Interest Amount
N	10,2	Penalty Amount
AN	1	1 Recalculate flag y / n

#### AR\_BILL\_SPEC\_COND

FIELD TYPE	LENGTH	DESCRIPTION
N	2	AR Category – 20, 23, 25, 30, etc
AN	2	AR Code for the type of receivable
N	IN	Customer ID number
N	10,2	Original Bill Amount
N	IN	Bill Number
N	4	Fiscal / Bill Year
N	2	Address sequence number
AN	40	Primary customer name on the bill
AN	20	Parcel ID number
AN	20	Property ID assigned to the bill
N		Special Condition Serial Number
AN	6	Special Condition Code
N	10,2	Total of the bill that is unpaid
N	10,2	Amount field on Spec Cond screen
AN	8	Clerk who applied the condition
D	10	Date the code no longer applies
D	10	Date the code was attached
AN	1	Frequency Code
D	10	Date the code takes effect
AN	1	Status of the code
N	IN	Serial number which links text and code tables
AN	70	Text/Comments attached

#### AR\_CHARGE\_ARCODE

FIELD TYPE	LENGTH	DESCRIPTION
N	SI	AR category code from system table ardf_actvty
AN	5	AR code drawn from system table
N	SI	Fiscal year
AN	6	charge code see calc_cd

AN	30	Entity address 1
AN	30	Entity address 2
AN	6	Cash account object code
AN	8	Cash account org code
AN	5	Cash account proj code
AN	20	Entity city
AN	40	Description line 1
AN	40	Description line 2
AN	1	Accounting method: Accrual or Cash
AN	40	Entity name
AN	20	Entity telephone
AN	10	Short description
AN	2	Entity state
AN	10	Entity zip code
AN	6	Release obj 1; abatement GL obj (account 1)
AN	6	Lien/delinq release obj 1; abatement acct GL obj (acct )
AN	8	Release org 1; abatement GL obj (account 1)
AN	8	Lien/delinquent release org1; abatement acct GL org (acct 1)
AN	5	Release proj 1; abatement GL proj (account 1)
AN	5	Lien/delinquent release proj1; abatement acct GL proj (acct 1)
AN	10	Activity name – must be lower case
AN	4	AR activity code : SPAL, SPAP, STAX, FEE, PRIN, LL – when activity is FEE the cat = 0
N	SI	Charge code formula – determines charge code (1-8) (i.e. 3=rate * assessment; 6=rate * count; 8=an amount from an external source:used for special assessments; 2=flat amount from charge code mast
AN	1	Not used
AN	10	Category name – must be lower case
AN	10	Future use ch_char2
AN	20	Future use ch_char3
AN	30	Future use ch_del_interest
N	4,2	MD tax only ch_description1
AN	40	Long description 1 ch_description2
AN	40	Long description 2
AN	5	Discount proj 1; discount acct GL proj (acct
AN	8	Discount org 1; discount acct GL org (acct 1) ch_disc_proj1
N	SI	Default Interest method
AN	6	Discount obj 1; discount acct GL obj(acct 1) ch_disc_org1
AN	1	Subject to interest charge (Y/N)
AN	1	Subject to late charge (Y/N)
AN	1	Original penalty : subject to original penalty (applies to PRIN only ) – (Y/N)
AN	6	Defer rev obj 1; deferred rev acct GL (acct 1)
AN	6	Lien/delinq defer rev obj 1; rev acct GL obj (acct 1)
AN	8	Defer rev org 1; deferred rev acct GL (acct 1)
AN	8	Lien/delinq defer rev org 1; rev acct GL org
AN	5	Defer rev proj 1; deferred rev acct GL (acct 1)
AN	5	Lien/delinq defer rev proj 1; rev acct GL proj (acct 1)
AN	IN	Fee maximum, applies to FEE & LL
AN	IN	Fee minimum, applies to FEE & LL (acct 1)
	1	MD tax only
N	6	Interest rev obj 1; normal interest rev acct GL
N		
AN	6	Lien/delinq interest rev obj 1; rev acct GL (acct 1)
AN	8	Interest rev org 1; normal interest rev acct obj (acct 1)
AN	8	Lien/delinq interest rev org 1; rev acct GL (acct 1)
AN	5	Interest rev proj 1; normal interest rev acct GL org (acct 1)

AN	5	Lien/delinq interest rev proj 1; rev acct GL (acct 1)
AN	6	Interest charge code – required when ardf_do_int = Y : used to stop interest on the fly GL proj (acct 1)
	6	Late list charge – activity of late list – used to combine tax & late list when necessary NC ONLY
AN	5, 2	Minimum interest amount
AN	1	Misc cash only; is it only for misc cash Y/N
AN	1	Misc AR – is the charge code used for misc
N		
AN	SI	
AN	4,2	MD tax only
AR	12, 2	Future use
N	12, 2	Future use
N	12, 2	Future use
N	6	Over/short obj 1; over/short acct GL obj
N		
N	6	Lien/delinq over/short org 1; acct GL org
AN	8	Over/short org 1; over/short acct GL org
AN	8	Lien/delinq over/short org 1; acct GL org
AN	5	Over/short proj1; over/shshort acct GL proj
AN	5	Lien/delinq over short proj 1; acct GL proj
AN	SI	Payment orders ; field defines presentation order of charge codes (1-9)
AN	11,6	% amount 1; % of taxable base valuation
N	11,6	% amount 2; % of taxable base valuation
N	11,6	% amount 3; % of taxable base valuation
N	7, 4	Percent change
N	11,6	Rate/amount : value of % or amount of charge code
N	1	Rate method code.
AN	4	Rate table; general billing table
N	6	Rev obj 1;normal rev acct GL obj(acct 1)
AN	6	Rev obj 2;noraml rev acct GL obi(acct 2)
AN	6	Rev obj 3;normal rev acct GL obj (acct 3)
AN	6	Rev obj 4;normal rev acct GL obj (acct 4)
AN	6	Rev obj 5;normal rev acct GL obj (acct 5)
AN	6	Lien/delinq rev obj 1; lien/delinquent rev acct
AN	8	Rev org 1;normal rev acct GL org (acct 1)
AN	8	Rev org 2;noraml rev acct GL org (acct 2)
AN	8	Rev org 3;normal rev acct GL org(acct 3)
AN	8	rev org 4;normal rev acct GL org (acct 4)
AN	8	Rev org 5;normal rev acct GL org (acct 5)
AN	8	Lien/delinq rev org 1; lien/delinq rev acct GL
AN	11,6	% amount 4; % of taxable base valuation
AN	11,6	% amount 5; % of taxable base valuation
N	5	Rev proj 1;normal rev acct GL proj(acct 1)
N	5	Rev proj 2;noraml rev acct GL proj(acct 2)
N	5	Rev proj 3;normal rev acct GL proj(acct 3)
AN	5	Rev proj 4;normal rev acct GL prog (acct 4)
AN	5	Rev proj 5;normal rev acct GL prog (acct 5)
AN	10	Short description
AN	1	MD tax only
AN	12, 0	Total tax levy amount. NY Specific.
AN		Unit of measure
AN	1	Sales tax ; subject to sale tax (Y/N)
N	4	Jurisdiction code drawn from system table

**AR\_CUST\_ADDRESSES**

FIELD TYPE	LENGTH	DESCRIPTION
N		Customer ID Number
AN	30	Address line 1
AN	30	Address line 2
N	10	Address number sequence
AN	20	City
AN	15	Country
AN	40	Memo
AN	40	Name 1
AN	40	Name 2
AN	20	Phone number
AN	2	State
N	10	Zip code

**AR\_CUST\_OTHER\_NAME**

FIELD TYPE	LENGTH	DESCRIPTION
N		Customer ID Number
AN	40	Customer Name
SI		Other name sequence number
AN	11	Social security number
AN	1	"The" flag.

**AR\_CUST\_SPEC\_COND**

FIELD TYPE	LENGTH	DESCRIPTION
N	6	Customer ID number
S	30	Serial number
AN	30	Special condition code
AN	20	Address line 1
AN	15	Address line 2
AN	40	City
AN	40	Country
I	2	Name 1
AN	10	Name 2
AN	1	State
AN	10,2	Zip
AN	8	Prefix
N		Amount
AN		Clerk
DATE	1	End Date
DATE		Entry Date
AN	1	Frequency code
DATE		Start date
AN		Status
I		Serial
AN	70	Text



## AR\_CUSTOMER

FIELD TYPE	LENGTH	DESCRIPTION
N	8	Customer CID number.
N	IN	Only NC account type code
AN	30	Customer address 1
AN	30	Customer address 2
AN	20	Customer city
AN	15	Country of residence
AN	40	Customer name 1
AN	40	Customer name 2
AN	2	Customer state
AN	10	Customer zip code
AN	1	Converted by MUNIS
AN	2	Employee department
AN	17	Bank account number for customer for EFT
AN	4	Bank code for electronic funds transfer
AN	30	Customer email number
AN	20	Customer fax number
AN	40	Internet address
AN	1	Must be (P)erson or (E)ntity
AN	20	Customer telephone
AN	1	Resident status
AN	11	Customer social security number
AN	11	Customer social security number
AN	1	'THE' switch (precede name with THE if Y)
AN	8	Last updated by
D	8	Last updated date
N	6	Last updated time
AN	30	Customer address 1
AN	30	Customer address 2
N	SI	Address Number
AN	20	Customer city
AN	15	Country
AN	40	Description
AN	40	Customer name 1
AN	40	Customer name 2
AN	20	Customer telephone
AN	2	Customer state
AN	10	Customer zip code
D	10	Date of birth
AN	20	Customer's driver's license
AN	25	Employer name
AN	25	Employer street address
AN	4	Employer code
AN	25	Employer's city
AN	20	Employer's phone
AN	10	Employer's zip code
AN	20	Customer's phone
D	10	Date of birth for spouse
AN	20	Driver's license for spouse
AN	25	Spouse's employer name
AN	25	Spouse's employer's address
AN	4	Spouse's employer code

AN	25	Spouse's employer's city
AN	20	Spouse's employer's phone
AN	10	Spouse's employer's zip code
AN	40	Name of spouse
AN	20	Phone for spouse

#### AR\_HISTORY\_GL

FIELD TYPE	LENGTH	DESCRIPTION
N	3	AR category code
AN	8	Invoice number
N	4	Bill fiscal year
N	in	Receipt number
AN	6	Account object code
AN	8	Account org code
AN	5	Account proj code
AN	6	Deferred revenue account object code
AN	8	Deferred revenue account org code
AN	5	Deferred revenue account proj code
N	10,2	Discount applied
AN	6	Discount account object
AN	8	Discount account org
AN	5	Discount account proj
N	10,2	Interest held
AN	6	Interest account object (Not used for GB)
AN	8	Interest account org (Not used for GB)
N	10,2	Interest paid
AN	5	Interest account proj (Not used for GB)
N	10, 2	Account liability amount
AN	6	Account liability obj
AN	8	Account liability org
AN	5	Account liability proj
AN	6	Over Short account object
AN	8	Over Short account org
AN	5	Over Short account proj
N	10,2	Principal adjusted
N	10,2	Principal paid
AN	6	Revenue account obj
AN	8	Revenue account org
AN	5	Revenue account proj
N	si	Sequence # starting at 1 (line # for GB invoice)
N	si	Sequence #

#### AR\_HISTORY\_MISC

FIELD TYPE	LENGTH	DESCRIPTION
N	3	AR category code
AN	4	AR code for the bill
AN	8	Invoice number
N	4	Bill fiscal year
D	8	Payment date
D	8	Entry date of payment
N	8	Receipt number

N	8	Customer number (misc GB only)
AN	1	Activity type
AN	8	User ID of clerk
AN	10	Lock box/mass pay bank code
N	4	Batch number
AN	10	Lock box/mass pay batch number
N	1	Bill level (0=normal, 1=lien, 9=GB misc cash)
AN	6	Cash account obj code if non-misc
AN	8	Cash account org code if non-misc
AN	5	Cash account proj code if non-misc
AN	10	Fill with "ar_cat"
AN	8	Clerk
AN	1	Converted by MUNIS
AN	5	Clerk's department code (rqdepart)
AN	10	Fill with "dept"
AN	10	Deposit number
N	6	Journal number (updated by arpstrct program)
N	2	Journal period
N	4	Journal year
N	in	Last receipt number
N	si	Last receipt year
N	5	Department misc. receipt applies to
AN	2	Miscellaneous code type
AN	1	Whether receipt is due to NSF (Y/N)
D	10	Posting date
AN	1	Prepayment
AN	3	Reason code
AN	20	Paid by name or reference
AN	12	Ref3 – goes into G/L journal
AN	1	Is batch ready for journal/update? (Y/space)
AN	1	Reversal flag
N	10,2	Total amount of transaction on this bill
AN	6	Cash account object
AN	8	Cash account org
AN	5	Cash account proj
AN	6	Charge definition code
N	si	Charge sequence number
AN	120	Line comment) defaults from archgdef
AN	30	Detail description
AN	20	Real estate parcel identification
N	10,2	Principal paid #1 - #8
AN	20	Reference 1
AN	20	Reference 2
AN	6	Revenue object #1 - #8
AN	8	Revenue org #1 - #8
AN	5	Revenue project #1 - #8
N	1	Sequence number starting at 1
N	10,2	Total amount paid

## AR\_PAYMNT\_METHOD

FIELD TYPE	LENGTH	DESCRIPTION
N	4	Bill fiscal year
N	8	Receipt number
N	10,2	Amount of pmt_meth/ref_no
AN	1	Payment method (prfldval)
N	8	Number of checks, credit cards, etc.
AN	15	Check or credit card number
AN	20	Reference note
N	1	Sequence number

## AR\_RECEIPT\_ALL

FIELD TYPE	LENGTH	DESCRIPTION
N	SI	AR category code
AN	5	AR code for the bill
N	I	Bill number
N	SI	Fiscal/Bill year
D		Effective date
D		Entry date of payment
N	I	Receipt number
AN	10	Fill with "ar_cat"
AN	6	Charge definition code (archgdef)
N	10, 2	Discount amount
N	10, 2	Interest hold
N	10, 2	Interest paid
DATE		Date of last payment
N	10, 2	Principle adjustment
N	10, 2	Principle paid
N	SI	Sequence
N	I	Customer number
AN	1	Activity type
AN	8	User ID of clerk
AN	10	Lock box/mass pay bank code
N	I	Batch number
AN	10	Lock box/mass pay batch number
N	SI	Bill level (0=Normal, 1=Lien, 9=GB misc cash)
AN	6	Cash account obj if non-misc
AN	8	Cash account org if non-misc
AN	10	Fill with "ar_cat"
AN	8	Clerk
AN	1	Converted by MUNIS
AN	5	Clerk's department code (rqdepart)
AN	10	Fill with "dept"
AN	10	Deposit number
N	I	Journal entry journal number
N	SI	Journal entry period
N	SI	Journal entry year
N	I	Last receipt number
N	SI	Last receipt year
AN	5	Department misc. receipt applies to
AN	2	Miscellaneous code type
AN	1	Whether receipt is due to NSF (Y/N)

DATE		Posting date
AN	1	Prepayment
AN	6	Reason code
AN	20	Paid by name or reference
AN	12	Ref3 - goes into G/L journal
AN	1	Is batch ready for journal/update (Y/space)
AN	1	Reversal flag
N	10, 2	Total Amount

### AR\_RECEIPT\_2000,2001,2002,2003,2004

FIELD TYPE	LENGTH	DESCRIPTION
N	3	AR category code
AN	4	AR code for the bill
AN	8	Invoice number
N	4	Bill fiscal year
D	8	Payment date
D	8	Entry date of payment
N	8	Receipt number
AN	10	Fill with "ar_cat"
AN	6	Charge definition code (archgdef)
N	10,2	Discount applied
N	10,2	Held interest
N	10,2	Interest paid
N	8	Last payment date prior to activity
N	10,2	Principal adjusted
N	10,2	Principal paid
N	SI	Sequence # starting at 1 (line # for GB invoice
N	8	Customer number (misc GB only)
AN	1	Activity type
AN	8	User ID of clerk
AN	10	Lock box/mass pay bank code
N	4	Batch number
AN	10	Lock box/mass pay batch number
N	1	Bill level (0=normal, 1=lien, 9=GB misc cash)
AN	6	Cash account obj code if non-misc
AN	8	Cash account org code if non-misc
AN	10	Fill with "ar_cat"
AN	8	Clerk
AN	1	Converted by MUNIS
AN	5	Clerk's department code (rqdepart)
AN	10	Fill with "dept"
AN	10	Deposit number
N	6	Journal number (updated by arpstrct program)
N	2	Journal period
N	4	Journal year
N	IN	Last receipt number
N	SI	Last receipt year
N	5	Department misc. receipt applies to
AN	2	Miscellaneous code type
AN	1	Whether receipt is due to NSF (Y/N)
D	10	Posting date
AN	1	Prepayment
AN	3	Reason code

AN	20	Paid by name or reference
AN	12	Ref3 – goes into G/L journal
AN	1	Is batch ready for journal/update? (Y/space)
AN	1	Reversal flag
N	10,2	Total amount of transaction on this bill

## AR\_RECEIPT\_PROOF

FIELD TYPE	LENGTH	DESCRIPTION
N	SI	AR Category
N	I	Bill Number
N	SI	Bill Year
N	I	Customer CID
N	I	Receipt Number
AN	10	Category Link
AN	6	Charge Code
N	10	Discount Amount
N	10	Interest Held
N	10	Interest Paid
D	8	Last Payment Date
N	10	Principal Adjusted
N	10	Principal Paid
N	SI	Sequence Number
AN	10	Activity Link
AN	1	Activity Type
AN	5	AR Code
AN	8	Audit Clerk
AN	10	Bank Code
N	I	Batch
AN	10	Batch Number
N	SI	Bill Level
AN	6	Cash Object
AN	8	Cash Org
AN	10	Category Link
AN	8	Clerk
AN	1	Converted Switch
AN	5	Department Code
AN	10	Deposit
AN	10	Department Link
D	8	Payment Effective Date
D	8	Payment Entry Date
N	I	Journal Number
N	SI	Journal Entry Period
N	SI	Journal Entry Year
N	I	Last Receipt Number
N	SI	Last Receipt Year
AN	20	Maker
AN	5	Miscellaneous Department Code
AN	2	Miscellaneous Type
AN	1	Insufficient Funds Switch
D	8	Posted Date
AN	1	Prepayment Switch
AN	30	Property Code
AN	6	Reason Code

AN	12	Reference
AN	1	Released Switch
AN	1	Reversed Switch
N	10	Total Amount

### AR\_RCPT\_PROOF\_GL

FIELD TYPE	LENGTH	DESCRIPTION
N	SI	AR Category
N	I	Bill Number
N	SI	Bill Year
N	I	Receipt Number
AN	6	Accounts Receivable Object
AN	8	Accounts Receivable Org
N	10	Discount Amount
AN	6	Discount Object
AN	8	Discount Org
AN	5	Discount Proj
AN	6	Deferred Revenue Object
AN	8	Deferred Revenue Org
AN	5	Deferred Revenue Proj
N	10	Interest Held
AN	6	Interest Object
AN	8	Interest Org
N	10	Interest Paid
AN	5	Interest Project
N	10, 2	Liability Amount
AN	6	Liability Obj
AN	8	Liability Org
AN	5	Liability Proj
AN	6	Over Short Object
AN	8	Over Short Org
AN	5	Over Short Proj
N	10	Principal Adjusted
N	10	Principal Paid
AN	6	Revenue Object
AN	8	Revenue Org
AN	5	Revenue Project
N	SI	Sequence Number 1
N	SI	Sequence Number 2

### AR\_RCPT\_PROOF\_METH

FIELD TYPE	LENGTH	DESCRIPTION
N	SI	Bill Year
N	I	Receipt Number
N	10	Amount
AN	16	Check Number
AN	20	Maker
AN	1	Payment Method
N	SI	Quantity
N	SI	Sequence Number

## AR\_UNPD\_BILLS\_2000, 2001,2002,2003,2004

\*\*\* SEE VIEW AR\_UNPAID\_BILLS FOR DATA FIELDS\*\*\*

### AR\_UNPD\_BILLS

FIELD TYPE	LENGTH	DESCRIPTION
N	SI	AR Category
AN	5	AR code for the type of receivable
N	IN	Customer number
N	10,2	Amount billed
N	IN	Bill number
N	SI	Fiscal year
AN	6	Charge code
N	SI	Address sequence number
AN	40	Customer name
AN	20	Parcel number if real estate
AN	20	Property ID assigned to the bill
N	10,2	Total of the bill that is unpaid
N	10,2	Amount of abatement
N	10,2	Amount of adjustment
N	10,2	Amount of discount
N	10,2	Amount of 1st installment
N	10,2	Amount of 2nd installment
N	10,2	Amount of 3rd installment
N	10,2	Amount of 4th installment
N	10,2	Amount of interest held
N	10,2	Amount of interest paid
D		Date of last activity
N	SI	Line number for billing item
N	10,2	Original billed amount
AN	1	Part of original lien amount? Y or N
N	10,2	Amount paid
N	10,2	Payment adjustment amount. GB only
N	10,2	Preliminary adjustment amount
N	10,2	Preliminary billed amount
N	10,2	Refund amount
N	10,2	Write-off amount
AN	1	Bill type
AN	10	AR category
AN	8	Commitment number
AN	1	Converted by MUNIS
N	SI	MV billing cycle/commitment
D		Bill dates 1 through 4.
D		Installment due dates 1 through 4.
D		Interest start dates for installments 1 through 4.
AN	1	Indicates license block initiated. (NC)
AN	2	Not used
AN	25	Location street name
N	IN	Location street number
AN	20	For conversions NC tax only
N	IN	Original owner's account number
AN	40	Original owner's name
N	SI	Sequence number from parameter table



AN	1	Property type flag
AN	1	Semiannual billing indicator. MD only
AN	1	For GB: "A"; for tax "P" or "A".

## Business Licenses

BL_BILLS		
FIELD TYPE	LENGTH	DESCRIPTION
AN	4	License category
AN	20	Business ID
AN	6	Quantity statistic code
AN	4	License type
D		Date application is due
N	SI	AR category always 55
AN	4	Cycle code for default billing months
N	IN	Bill number
N	SI	Bill year
N	SI	Billing cycle
AN	1	Extension requested flag
AN	10	Not used
AN	20	Not used
N	SI	Journal period
	SI	Journal year
N	10,2	Late filing penalty amount
N	10,2	Late payment penalty amount
N	IN	License number
AN	1	Proof flag
N	11,2	Amount from statistic code
D		Posting date
AN	1	Schedule provided
AN	1	Update flag

BL_CHARGES		
FIELD TYPE	LENGTH	DESCRIPTION
AN	4	License category
AN	4	License description code
AN	6	General statistic code
AN	20	Business ID
N	IN	License number
AN	4	License type
AN	6	Quantity statistic code
AN	6	Charge code
N	10,2	Amount of the charge
N	3,0	Charge factor
AN	10	Not used
AN	20	Not used

N	7,3	0=do not prorate, # of days is 1-365, prorate by day, # of months 1-12, percentage is 1-100, prorate by percent
N	13, 2	Quantity
AN	10	GL reference code
D		Start date
D		Stop date
D		License application date
AN	4	Cycle code for default billing months
D		Last bill date
D		License expiration date
AN	10	Not used
AN	20	Not used
N	11,2	General statistic code amount
D		Date license was issued
AN	30	License text1-5
D		Date paid
N	10,2	Quantity statistic code amount
AN	1	License status: (A)ctive, (I)nactive, (E)xempt or (N)ew

## BL\_CUSTOMERS

FIELD TYPE	LENGTH	DESCRIPTION
N	8	Index
N	SI	Business owner address number
N	IN	Business owner customer ID
AN	20	Business license ID
AN	11	City tax ID
AN	8	User ID of clerk who created the record
D		Date record was created
AN	5	Location unit number
AN	30	Location memo
N	IN	Location street number
AN	5	Location street number suffix
AN	25	Location street name
AN	20	Real estate parcel ID
AN	20	Personal property ID
AN	11	State tax ID
AN	1	Status code (A)ctive/renewal, (I)nactive, (E)xempt (N)ew
N	IN	Only NC account type code
AN	30	Customer address 1
AN	30	Customer address 2
AN	20	Customer city
AN	15	Country of residence
AN	40	Customer name 1
AN	40	Customer name 2
AN	2	Customer state
AN	10	Customer zip code
AN	1	Converted by MUNIS
AN	2	Employee department
AN	17	Bank account number for customer for EFT
AN	4	Bank code for electronic funds transfer
AN	30	Customer email number
AN	20	Customer fax number
AN	40	Internet address

AN	1	Must be (P)erson or (E)ntity
AN	20	Customer telephone
AN	1	Resident status
AN	11	Customer social security number
AN	11	Social security number
AN	1	'THE' switch (precede name with THE if Y)
AN	8	Last updated by
D	8	Last updated date
AN	5	Last updated time
N	8	Index
AN	30	Customer address 1
AN	30	Customer address 2
N	SI	Address Number
AN	20	Customer city
AN	15	Country
AN	40	Description
AN	40	Customer name 1
AN	40	Customer name 2
AN	20	Customer telephone
AN	2	Customer state
AN	10	Customer zip code

### BL\_HISTORY

FIELD TYPE	LENGTH	DESCRIPTION
AN	20	The ID number for the business
N	IN	The license number
AN	4	Reason code
D		Action date
AN	1	Action type: C, A, L, R, S, I M
N	SI	AR category
AN	1	Automatic or manual
N	IN	Bill number
N	SI	Bill year
AN	40	Description or comment
AN	10	Not used
AN	20	Not used
D		Effective or posted date
N	SI	One-up sequence number
AN	8	User ID of the clerk who last updated the record

### BL\_MASTER

FIELD TYPE	LENGTH	DESCRIPTION
N	SI	Business owner address number
N	IN	Business owner customer ID
AN	4	Mall/Development code
AN	4	Geographic code
AN	20	Business license ID
AN	4	Insurance code
AN	4	Owner type
AN	4	Town code
AN	30	Long description

AN	10	Short description
AN	11	City tax ID
D		Business close date
AN	30	Person to contact
AN	30	Doing business as
AN	8	User ID of clerk who created the record
D		Date record was created
AN	10	Not used
AN	20	Not used
N	SI	Fiscal year start month
AN	1	Not used
AN	20	Home phone number
D		Date license was last issued
D		Business lease end date
AN	5	Location unit number
AN	30	Location memo
N	IN	Location street number
AN	5	Location street number suffix
AN	25	Location street name
N	SI	Operator address number
N	IN	Agent/operator owner customer ID
AN	20	Real estate parcel ID
AN	20	Personal property ID
N	SI	Real estate owner address number
N	IN	Real estate owner customer ID
AN	5	SIC codes
AN	11	Social security or federal ID number
D		Business start date
AN	11	State tax ID
AN	1	Status code (A)ctive/renewal, (I)inactive, (E)xempt (N)ew
AN	30	Long description
AN	10	Short description
AN	20	Name of the city
AN	25	Street name
AN	5	Address suffix
N	IN	Street number
AN	30	Long description
AN	10	Short description
AN	2	State
AN	4	Town code
AN	10	Zip code

## Fixed Assets

FA_CODES		
FIELD TYPE	LENGTH	DESCRIPTION
AN	15	Fixed asset number
AN	30	Description of the department code
AN	10	Short version of the description
N	7,4	Depreciation rate
AN	8	Sub-class code
AN	3	1 – 3 characters abbreviating the custodian's name
AN	30	The name of the person or entity responsible for the asset
DATE	10	Entered on
AN	8	Entered by
AN	8	Date time when entered
N	IN	Estimated life
DATE	10	Date of change
AN	8	Clerk who made the change
AN	8	Time change was made
AN	1	Asset Type
AN	1	Converted Record Y/N
DATE	10	Entered on
AN	8	Entered by
AN	8	Date time when entered
AN	4	Fund code
DATE	10	Date of change
AN	8	Clerk who made the change
AN	8	Time change was made
AN	30	Insurance first line of address
AN	30	Insurance second line of address
AN	20	Insurance city
AN	20	Insurance contact person
DATE	10	Insurance entered on
AN	8	Insurance entered by
AN	8	Insurance date time when entered
AN	40	Name of insurer
AN	20	Insurance phone number
AN	2	Insurance state
DATE	10	Manufacturer date of change
AN	8	Manufacturer time change was made
AN	8	Clerk who made the change
AN	10	Manufacturer zip code
AN	30	Manufacturer first line of address
AN	30	Manufacturer second line of address
AN	20	Manufacturer city
AN	20	Manufacturer contact person
DATE		Manufacturer entered on
AN	8	Manufacturer entered by
AN	8	Manufacturer date time when entered
AN	40	Name of manufacturer
AN	20	Manufacturer phone number
AN	2	Manufacturer state
DATE		Manufacturer date of change

AN	8	Manufacturer time change was made
AN	8	Clerk who made the change
AN	10	Manufacturer zip code
DATE		Entered on
AN	8	Entered by
AN	8	Date time when entered
N	3, 1	The percentage that represents the average annual increase in insured value for assets in this sub-class
AN	4	Default location code for assets with this sub-class
AN	6	The default asset GL object code.
N	3, 1	The percentage representing the average annual increase in replacement cost for assets in this sub-class
AN	30	Description of the sub-class code
AN	8	Short version of the description
DATE	10	Date of change
AN	8	Clerk who made the change
AN	8	Time change was made

#### FA\_GL\_INFORMATION

FIELD TYPE	LENGTH	DESCRIPTION
AN	15	The asset number
AN	6	GL object code
AN	30	Object code description
AN	10	Object code short description
AN	8	GL org code
AN	10	Org code description
AN	30	Org code description
AN	5	GL project code
N	13, 2	Amount
AN	1	Debit or Credit
AN	1	The type of account If the "Accounting Method" is "G", the type of account can be: 1 – GFAAG Asset or 2 – GFAAG Contra If the "Accounting Method" is "P", the type of account can be: 3 – Prop Fund Asset, 4 – Prop Fund Contra, 5 – Prop Fund Depreciation Expense or 6 – Prop Fund Accumulated Depreciation

#### FA\_HISTORY

FIELD TYPE	LENGTH	DESCRIPTION
AN	15	The asset number
SI		Unique system assigned sequence number fahs_trans
AN	1	Transaction type "E"ntry, "D"epreciation, "A"djustment, "T"ransfer, "R"etirement and "I"mprovement
AN		GL fund
AN		Debit or Credit
I		Journal number
I		Year and period
D		Effective date
AN	50	Filler field
N	10, 2	Quantity
AN	15	The asset number
AN	13, 2	GL proj code
AN		Amount
AN	5	GL object code

N	10, 2	Quantity
AN	5	proj code
AN	50	Filler field
AN		GL object code
AN	1	"G" FAAG or "P"roprietary
AN	2	Reason code
AN	60	A comment related to the type of history fahs_qty
N	13, 2	Amount
SI	8	Unique system assigned sequence number

## FA\_MASTER

FIELD TYPE	LENGTH	DESCRIPTION
AN	40	A description of the asset
AN	15	The number of the asset
AN	5	The department the asset is assigned to
AN	4	Location code where the asset resides
AN	30	Long description
AN	10	Short description
DATE		Date asset was acquired.
AN	2	Acquisition method. How the asset was acquired.
AN	1	Not used at this time.
N	8, 3	If asset is land, how many acres does it have
N	13, 2	Adjustments to acquisition price
SI		Adjustments to estimated useful life
N	13, 2	Adjustments to salvage value
AN	1	Capitalize this asset (Y/N/space)
AN	2	Class code. General class of the asset from Miscellaneous Codes F/M.
AN	16	Commodity code
AN	1	Not in use.
AN	2	Condition code from Miscellaneous Codes F/M
AN	1	Converted by MUNIS
AN	8	Custodian code. The person responsible for the asset.
N	13, 2	LTD accumulated depreciation
SI		First month that depreciation should be taken in the first year
SI		First year that depreciation should be taken
SI		Last month that this asset was depreciated
SI		Last year this asset was depreciated
N	13, 2	The amount depreciated last time depreciation was run
AN	1	The frequency that depreciation will be taken on this asset. 1=yearly, 2=monthly.
N	13, 2	The depreciation principal. The original amount to be depreciated when the asset was first put into use.
SI		Number of times that depreciation has been taken
N	13, 2	Depreciation amount
AN	1	Should this asset be depreciated? (Y/N)
SI		Number of years for depreciation
AN	1	Not in use
AN	2	If the asset has been retired, the code for the method of disposal
DATE		Disposal date. If this asset is retired, the date it was retired.
AN	40	Disposal memo
N	13, 2	If the asset has been retired and was sold, this is the amount of money received
DATE		Entered on
AN	8	Entered by
AN	8	Date time when entered

SI		Estimated useful life of asset
SI		Fiscal year
AN	40	Memo related to improvements to this asset
DATE		The date the asset was put to use
DATE		Date of last inventory
AN	40	Information relating to the leasing of this asset
AN	15	License/registration number
AN	40	Information relating to the loaning of the asset
AN	1	Is this asset on loan? (Y/space)
AN	4	The floor number or name where asset is located
AN	25	Location memo
AN	5	The room number where the asset is located
AN	20	Storage location, if not being used
AN	10	Contract reference
AN	10	Type of maintenance contract
N	13, 2	Annual cost of maintenance contract
DATE		Date maintenance contract expires
AN	58	First line of memo re maintenance contract
AN	58	Second line of memo re maintenance contract
I		Vendor code for maintenance vendor
DATE		Date warranty on asset expires
AN	15	Not used
AN	16	Asset's model number
SI		Model year
AN	5	Unit of measure for operation cost – e.g. day, month
N	13,2	Operations cost
AN	30	Parcel ID
N	13,2	Amount paid for the asset
AN	40	Memo re original purchase of the asset
I		Quantity – defaults to 1
N	13,2	Estimated amount that it would cost to replace this asset
DATE		Scheduled replacement date
AN	30	Serial number – for land, parcel number
I		Size in square feet
AN	1	(A)ctive, (N)ew (H)old (R)etired
AN	15	Tag number or ID number attached to asset for tracking
AN	20	Titleholder
N	13,2	Price of 1 unit of this asset
AN	5	If quantity of 1 actually means a group of items, how is each unit described. e.g. case, box, each, etc.
DATE		Date of change
AN	8	Clerk who made the change
AN	8	Time change was made
N	13,2	Current book value
N	13,2	The value of the asset last time it was appraised
N	13,2	Value of this asset when it was first purchased
N	13, 2	Salvage value. The estimated remaining value of the asset at the end of its estimated useful life.
N	13, 2	The assets book value at the beginning of the current fiscal year
AN	50	First line of memo related to GL
AN	50	Second line of memo related to GL
AN	1	Accounting method (G)FAAG or (P)roprietary
AN	5	Insurance carrier
N	13, 2	Annual cost of insurance policy
N	13, 2	The amount of deductible on the policy



DATE		Date that insurance policy expires
AN	58	First line of memo re insurance contract
AN	58	Second line of memo re insurance contract
AN	10	Insurance policy referral
N	13, 2	The amount of value that the asset is insured for
AN	5	The code for the manufacturer of this asset
AN	3	Sub-class code. More specific than class code

## General Billing

GB_BILL_DETAIL		
FIELD TYPE	LENGTH	DESCRIPTION
AN	8	Invoice number
N	4	Invoice fiscal year
N		Line number from 1
N	10,2	Adjustment amount
AN	6	Charge definition code (archgdef)
AN	200	Line comment (word-wrap 5 x 40) default from archgdef
N	10,2	Discount amount
N	10,2	Fee adjusted amount
N	10,2	Original amount paid
AN		Other CID record
AN	6	"Other" code
N	10,2	Amount paid
N	10,2	Unit price
N	8,2	Quantity to bill
N	10,2	Refunded amount
AN	4	Unit of measure
N	10,2	Adjustment amount
AN	6	Accounts receivable account object code
AN	8	Accounts receivable account org
N	10,2	Bill amount
AN	6	Deferred revenue account object code
AN	8	Deferred revenue account org code
N	10,2	Fee adjusted amount
N	10,2	Paid amount
N	10,2	Refunded amount
AN	6	Revenue account object code
AN	8	Revenue account org code
AN	5	Revenue account project code
N	1	Sequence number from 1

GB_BILL_HEADER		
FIELD TYPE	LENGTH	DESCRIPTION
N	8	Customer number (gbcustdat)
N	4	AR category code (from arcodetb)
AN	4	AR code (arcodetb)
AN	8	Invoice number
N	4	Fiscal year
AN	5	Department code
AN	10	Fill with "dept"
N	1	Customer address
N	si	Batch number
AN	6	Cash account object code
AN	8	Cash account org code
AN	10	Fill with "ar_cat"
AN	8	Clerk ID
AN	8	For future use
AN	15	Contract number

AN	15	Customer PO number
N	5,2	Discount percent
AN	6	Discount code (arexdisc)
N	10	Fiscal period
AN	4	Insurance carrier code (gbinsure)
AN	20	Insurance policy number
D	8	Invoice date
D	8	Invoice entry date
AN	1	Invoice message flag
AN	1	Has invoice been printed? (Y/N)
D	8	Last date late fees were assessed
AN	120	For/loc comment (word-wrap 4 x 30)
AN	20	Real estate parcel ID
AN	1	Print an invoice? (Y/N)
N	si	Use ar_cat to obtain seq# from arparams
AN	40	User-defined fields 1-16

### GB\_COMMENTS

FIELD TYPE	LENGTH	DESCRIPTION
AN	8	Invoice number
N	1	Sequence number from 1
AN	40	Comment Text
N	4	Invoice fiscal year

### GB\_CUSTOMER

FIELD TYPE	LENGTH	DESCRIPTION
N	8	Index
N	10	Index
N	in	Only NC account type code
AN	30	Customer address 1
AN	30	Customer address 2
AN	20	Customer city
AN	15	Country of residence
AN	40	Customer name 1
AN	40	Customer name 2
AN	2	Customer state
AN	10	Customer zip code
AN	1	Converted by MUNIS
AN	2	Employee department
AN	17	Bank account number for customer for EFT
AN	4	Bank code for electronic funds transfer
AN	30	Customer email number
AN	20	Customer fax number
AN	40	Internet address
AN	1	Must be (P)erson or (E)ntity
AN	20	Customer telephone
AN	1	Resident status
AN	11	Customer social security number
AN	11	Customer social security number
AN	1	'THE' switch (precede name with THE if Y)
AN	8	Last updated by

D	8	Last updated date
AN	5	Last updated time
N	8	Index
AN	30	Customer address 1
AN	30	Customer address 2
N	si	Address Number
AN	20	Customer city
AN	15	Country
AN	40	Description
AN	40	Customer name 1
AN	40	Customer name 2
AN	20	Customer telephone
AN	2	Customer state
AN	10	Customer zip code
AN	6	Business code
AN	10	Fill with "business"
AN	25	Contact name 1
AN	25	Contact name 2
N	10,2	Credit balance
AN	25	Credit card number
D	8	Credit card expiration date
AN	R	Credit hold? Y/N
N	8,2	Credit limit
AN	40	Name from arcstcid
AN	40	Doing business as
AN	6	Discount code (arexdisc)
N	6	Employee number (prempmst)
AN	4	Geographic code (armiscdd using geo)
AN	10	Fill with "geo"
AN	4	Insurance company code (gbinsure)
AN	20	Insurance policy number
AN	1	Subject to fees? (Y/N)
N	1	Which address to use for invoices
AN	20	Medicare number
AN	13	Old number for customer
AN	20	Real estate parcel ID
AN	20	Shipping method
AN	11	Social security number
AN	1	Which address to use for statements
AN	1	Print statements? (Y/N)
AN	1	Subject to sales tax? (Y/N)
N	6	Vendor number (apvendor)

## General Ledger

GL_BUDGET		
FIELD TYPE	LENGTH	DESCRIPTION
AN	6	Object code
AN	8	Organization code
AN	5	Project code
N	in	Budget projection number
AN	1	Status (A)ctive, (I)nactive, (N)ext year
AN	1	Account type (E)xpense or (R)evenue
N	13,2	Projected expense amount for current year
N	13,2	Budget request amount (level 1)
N	13,2	Budget request amount (level 2)
N	13,2	Budget request amount (level 3)
N	13,2	Budget request amount (level 4)
N	13,2	Budget request amount (level 5)
N	13,2	Estimated budget amount (next year)
N	13,2	Estimated budget amount (2 years hence)
N	13,2	Estimated budget amount (3 years hence)
N	13,2	Estimated budget amount (4 years hence)
N	13,2	Estimated budget amount (5 years hence)
AN	1	Entity code
N	7,2	Statistics request amount (next year)
N	7,2	Statistics request amount (2 years hence)
N	7,2	Statistics request amount (3 years hence)
N	7,2	Statistics request amount (4 years hence)
N	7,2	Statistics request amount (5 years hence)
N	7,2	Statistics request amount (level 1)
N	7,2	Statistics request amount (level 2)
N	7,2	Statistics request amount (level 3)
N	7,2	Statistics request amount (level 4)
N	7,2	Statistics request amount (level 5)
AN	50	Filler field

GL_BUDGET_DET		
FIELD TYPE	LENGTH	DESCRIPTION
N	in	Employee number
AN	6	Object code
AN	8	Org code
AN	5	Project code (account number)
N	in	Projection number
N	in	Vendor number
N	in	Bid number
AN	15	Asset
N	11,2	Current amount ordered
N	7,2	Current quantity ordered
N	11,2	Current budget
N	7,2	Current quantity
AN	40	First line of the description of the item
AN	40	Second line of description of the item
N	11,2	Last year budget

N	11,2	Last year amount ordered
N	7,2	Last year quantity
N	7,2	Last year quantity ordered
N	11,2	Projected amount required
N	7,2	Projected quantity required
AN	40	Reason description
N	11,2	Requested amount 1
N	11,2	Requested amount 2
N	11,2	Requested amount 3
N	11,2	Requested amount 4
N	11,2	Requested amount 5
N	7,2	Requested quantity 1
N	7,2	Requested quantity 2
N	7,2	Requested quantity 3
N	7,2	Requested quantity 4
N	7,2	Requested quantity 5
N	11,2	Unit cost
AN	50	Filler field
N	SI	Line number for the item
N	SI	Sequence number
AN	1	"A" mounts "V" endor "E" employee
AN		Work order number
N	SI	Payroll benefit deduction
AN		Bid number
AN	16	Commodity code
N	IN	Employee position code
N	SI	Employee projection number
AN	4	Employee job class code
AN	4	Location code

#### GL\_BUDGET\_ROLLUP

FIELD TYPE	LENGTH	DESCRIPTION
AN	6	Object code
AN	8	Org code
AN	5	Project code
AN	5	Budget roll up code
AN	30	Budget roll up description
AN	1	Allocation flag
SI		Fiscal year

#### GL\_BUDGET\_TEXT

FIELD TYPE	LENGTH	DESCRIPTION
AN	6	Object code
AN	8	Organization code
AN	5	Project code
AN	8	Clerk's ID
AN	1	(I)nternal/non-printing text or blank for general text
N	si	Text sequence number
AN	60	Budget text
AN	4	Fund
AN	6	Accounts payable cash account object

AN	8	Accounts payable cash account org
AN	6	Direct disbursement cash object
AN	8	Direct disbursement cash org
AN	6	Accounts payable account object
AN	8	Accounts payable account organization
AN	6	Checks payable cash object
AN	8	Checks payable cash org
AN	1	Available budget flag
AN	1	Carry forward budget flag
AN	1	Budget method (1 or 2)
AN	6	Appropriations control account object
AN	8	Appropriations control account org
AN	6	Encumbrance control account object
AN	8	Encumbrance control account org
AN	6	Estimated revenue object
AN	8	Estimated revenue org
AN	6	Expense control obj
AN	8	Expense control org
AN	6	Fund balance control account object
AN	8	Fund balance control account org
AN	8	Appropriated fund balance org
AN	6	Appropriated fund balance object
AN	1	Fund type (user-defined)
AN	6	Prior year encumbrances object
AN	8	Prior year encumbrances organization
AN	1	Multi-year fund (Y/N)
N	si	Equates to period 1 of the standard fiscal year
AN	6	Reserved for encumbrances object
AN	8	Reserved for encumbrances organization
AN	6	Revenue control account object
AN	8	Revenue Control Account Organization
AN	1	Is this a revolving fund? (Y/N)
AN	1	Does this fund follow the standard fiscal year? (Y/N)

GL_HISTORY		
FIELD TYPE	LENGTH	DESCRIPTION
AN	1	Entity code
AN	4	Segment one of org (fund)
N	in	Journal number
AN	6	Account object code
AN	8	Org code
AN	5	Account project code
AN	16	Remaining 16 characters of org
AN	1	(M)annual or (A)utomated
AN	1	Will transaction be automatically reversed?
AN	1	Budget type
AN	8	Clerk ID
AN	1	(D)ebit or @redit
D	8	Effective date
D	8	Transaction entry date
N	13,2	Gross amount (must be signed by
AN	30	Line item comment
AN	1	Transaction made with account over budget?

AN	6	Reference 1 (vendor)
AN	10	Reference 2 (purchase order number)
AN	12	Reference 3 (invoice number)
AN	10	Reference 4 (journal short description)
N	si	Transaction period
AN	1	Transaction type
N	si	Transaction year
N	si	Sequence number within journal
AN	3	Source journal (GEN, API, POE, etc.)
N	in	Journal entry year/period
AN	1	Type (N)ormal; (I)nterfund; (A)djustment

### GL\_JOURNAL\_HOLD

FIELD TYPE	LENGTH	DESCRIPTION
AN	1	Entity code (0, 1, 2)
AN	4	Segment one of Org (Fund)
N	in	Journal number
AN	6	Account Object code
AN	8	Org code
AN	5	Account project code
AN	16	Remaining 16 Characters of Org
N	si	Sequence number within journal
AN	3	Source journal (GEN, API, POE, etc.)
N	in	Journal entry year/period
AN	1	Type (N)ormal, (I)nterfund, (A)djustment
AN	1	(M)annual or (A)utomated
AN	1	Is this to be an auto-reverse journal? (Y/N)
AN	1	Budget type (1=CY, 2=Carry FWD)
AN	8	Clerk ID
AN	1	Debit or credit
D	8	Effective date
D	8	Transaction entry date
N	13,2	Gross Amount (the dollar amount of the transaction – can be either a debit or credit)
AN	30	Line item comment
AN	1	Transaction made with account over budget?
AN	6	Reference 1 (Vendor)
AN	10	Reference 2 (Purchase Order Number)
AN	12	Reference 3 (Invoice Number)
AN	10	Reference 4 (Journal short description)
N	si	Transaction period
AN	1	Transaction type
N	si	Transaction year

### GL\_MASTER

FIELD TYPE	LENGTH	DESCRIPTION
AN	30	Account description (e.g., salaries)
AN	10	Short description
AN	1	Account status (A)ctive, (N)ext year budget, (I)nactive, or (C)losed
AN	1	Account type (B)alance sheet, ®evenue, or (E)xpense
AN	1	Balance sheet sign – (D)ebit or ©redit
AN	1	Balance sheet account type (A)sset (L)iability, f(U)nd balance



N	si	Budget completion journal indicator
AN	1	Budgetary account (Y/N)
AN	2	Character code – To establish the account as being of a certain type or category, enter a Character Code.
AN	20	Character code description
AN	1	Entity code (1, 2, or 3)
AN	4	Segment 1 (Fund)
AN	6	Reference Object (Grant Accounting)
AN	8	Reference Org (Grant Accounting)
AN	5	Reference Project (Grant Accounting)
D	8	Last update to Account Master
AN	6	Object code
AN	30	Object code description
AN	10	Object code short description
AN	8	Organization code
AN	10	Org code description
AN	30	Org code description
AN	5	Project code
AN	16	Remaining 16 characters associated with Org
AN	6	Segment 2 (Fund)
AN	6	Segment 3 (Fund)
AN	6	Segment 4 (Fund)
AN	6	Segment 5 (Fund)
AN	6	Segment 6 (Fund)
AN	6	Segment 7 (Fund)
AN	6	Segment 8 (Fund)
N	13,2	Closed year balance at year end
N	13,2	Current year actual carried forward from last year
N	13,2	Actual balance (posted)
N	13,2	Encumbrances carried forward from last year
N	13,2	Encumbrances for current year
N	13,2	Estimated actual for current year
N	13,2	Memo balance (current year)
N	13,2	Requisitions Balance (current year)
N	13,2	Inception-to-date start of year balance
N	13,2	Memo balance (last year)
N	13,2	Actual account balance last year
N	13,2	Encumbrances for last year
N	13,2	Actual account balance 10 years ago
N	13,2	Actual account balance 2 years ago
N	13,2	Actual account balance 3 years ago
N	13,2	Actual account balance 4 years ago
N	13,2	Actual account balance 5 years ago
N	13,2	Actual account balance 6 years ago
N	13,2	Actual account balance 7 years ago
N	13,2	Actual account balance 8 years ago
N	13,2	Actual account balance 9 years ago
N	13,2	Next year encumbrances
N	13,2	Memo balance (next year)
N	13,2	Next year requisitions
N	13,2	Current year budget request (level 1)
N	13,2	Current year budget request (level 2)
N	13,2	Current year budget request (level 3)
N	13,2	Current year budget request (level 4)
N	13,2	Current year budget request (level 5)

N	13,2	Budget 2 years into future
N	13,2	Budget 3 years into future
N	13,2	Budget 4 years into future
N	13,2	Budget 5 years into future
N	13,2	Next year budget request (level 1)
N	13,2	Next year budget request (level 2)
N	13,2	Next year budget request (level 3)
N	13,2	Next year budget request (level 4)
N	13,2	Next year budget request (level 5)
N	13, 2	Carry forward unused budget
N	13,2	Carry forward budget (current year)
N	13,2	Carry forward budget (last year)
N	13,2	Carry forward budget (current year) (transferred from another account)
N	13,2	Original budget (current year)
N	13,2	Revised budget (current year)
N	7,2	Statistic number for current year
N	13,2	Amount transferred into current budget
N	13,2	Amount transferred out of current budget
AN	1	Encumbered budget (normally set to N – would be Y if it is desired to have the new budget amount copied into the Encumbrance field by the Budget Completion Journal (e.g., for salary accounts))
AN	50	Filler field
N	13,2	Inception-to-date original budget
N	13,2	Inception-to-date revised budget
N	13,2	Original budget (last year)
N	13,2	Revised budget (last year)
N	7,2	Statistic number for last year
N	13,2	Transferred into budget last year
N	13,2	Transferred out of budget last year
N	13,2	Original budget (2 years ago)
N	13,2	Revised budget (2 years ago)
N	7,2	Statistic number for 2 years ago
N	13,2	Original budget (3 years ago)
N	13,2	Revised budget (3 years ago)
N	7,2	Statistic number for 3 years ago
N	13,2	Revised budget next year
N	7,2	Next year statistic request (level 1)
N	7,2	Next year statistic request (level 2)
N	7,2	Next year statistic request (level 3)
N	7,2	Next year statistic request (level 4)
N	7,2	Next year statistic request (level 5)
N	7,2	Statistic number for 2 years in future
N	7,2	Statistic number for 3 years in future
N	7,2	Statistic number for 4 years in future
N	7,2	Statistic number for 5 years in future
N	SI	Current fiscal period
N	SI	Current fiscal year
N	SI	Current default period
N	SI	Current default year
AN	10	Budget quantity label
AN	50	Filler field
AN	1	Object status

**GL\_MASTER\_BAL**

FIELD TYPE	LENGTH	DESCRIPTION
AN	8	Organization code
AN	6	Object code
AN	5	Project code
N	13,2	Current year actual amount
N	13,2	Last year actual amount
N	13,2	Two years back actual amount
N	13,2	Three years back actual amount
N	13,2	Current year budget transfer
N	13,2	Last year budget transfer
N	13,2	Two years back budget transfer
N	13,2	Three years back budget transfer
N	13,2	Current year budget
N	13,2	Last year budget
N	13,2	Budget from two years back
N	13,2	Budget from three years back
N	13,2	Next year budget
N	6,3	Budget period percentage
N	6,3	Budget period percentage next year
N	13,2	Last year encumbrance amount
N	13,2	Encumbrance amount from 2 years back
N	13,2	Current year encumbrance amount
N	13,2	Encumbrance current year/prior year
N	13,2	Encumbrance amount from 3 years back
N	13,2	Expenditure current year/prior year
AN	5	Period

**GL\_PROJECT**

FIELD TYPE	LENGTH	DESCRIPTION
AN	5	Project code
D	8	Actual completion date
D		Apply Date
D		Approval Date
AN	1	Audit at close? (Y/N)
AN	1	Not used
AN	6	Cash account for the project
AN	8	Cash account for the project
AN	5	Cash account for the project
AN	65	Project comment
AN	5	Project code
D	8	Project comment date
N	1	Project comment sequence number
AN	25	Contact name1
AN	25	Contact name2
AN	10	Drawdown frequency – informational – how often funds are drawn down for this project.
D	8	Estimated completion date
AN	7	Federal grant number
AN	50	Filler field
N	si	Starting fiscal period
N	si	Starting fiscal year
AN	25	Grantor's address line 1

AN	25	Grantor's address line 2
AN	20	Grantor's city
AN	50	Comment
AN	25	Grantor contact name
AN	30	Grantor description
AN	20	Grantor's telephone number
AN	2	Grantor's state
AN	10	Grantor's zip code
AN	50	Comment
N	si	Percentage complete
AN	5	Master Project number (valid Project)
AN	35	Title of project
AN	5	Funding source1
N	11,2	Amount from Funding source1
AN	5	Funding source2
N	11,2	Amount from Funding source2
AN	5	Funding source3
N	11,2	Amount from Funding source3
AN	5	Funding source4
N	11,2	Amount from Funding source4
AN	5	Funding source5
N	11,2	Amount from Funding source5
AN	5	Funding source6
N	11,2	Amount from Funding source6
D	8	Start date
AN	15	State grant code
AN	1	Status – (A)ctive or (C)losed
AN	1	Future use
AN	1	Future use

#### GL\_SEGMENT\_1

FIELD TYPE	LENGTH	DESCRIPTION
AN	6	Segment 1 code - Fund
AN	30	Segment description
AN	10	Short description
N	SI	Segment type

#### GL\_SEGMENT\_2

FIELD TYPE	LENGTH	DESCRIPTION
AN	6	Segment 2 code
AN	30	Segment description
AN	10	Short description
N	SI	Segment type

#### GL\_SEGMENT\_3

FIELD TYPE	LENGTH	DESCRIPTION
AN	6	Segment 3 code
AN	30	Segment description
AN	10	Short description
N	SI	Segment type

**GL\_SEGMENT\_4**

FIELD TYPE	LENGTH	DESCRIPTION
AN	6	Segment 4 code
AN	30	Segment description
AN	10	Short description
N	SI	Segment type

**GL\_SEGMENT\_5**

FIELD TYPE	LENGTH	DESCRIPTION
AN	6	Segment 5 code
AN	30	Segment description
AN	10	Short description
N	SI	Segment type

**GL\_SEGMENT\_6**

FIELD TYPE	LENGTH	DESCRIPTION
AN	6	Segment 6 code
AN	30	Segment description
AN	10	Short description
N	SI	Segment type

**GL\_SEGMENT\_7**

FIELD TYPE	LENGTH	DESCRIPTION
AN	6	Segment 7 code
AN	30	Segment description
AN	10	Short description
N	SI	Segment type

**GL\_SEGMENT\_8**

FIELD TYPE	LENGTH	DESCRIPTION
AN	6	Segment 8 code
AN	30	Segment description
AN	10	Short description
N	SI	Segment type

# Inventory

IN_FIFO_COST_REC		
FIELD TYPE	LENGTH	DESCRIPTION

AN	10	Item number
AN	3	Location (physical site for inventory)
D	8	Date
N	10,4	Filler
N	8,2	Quantity received
N	Si	Sequence number
N	8,2	Current quantity on hand
N	10,4	Unit cost

IN_ITEM_LOCATION		
FIELD TYPE	LENGTH	DESCRIPTION

AN	10	Item number
AN	3	Location (physical site for inventory)
N	8,2	Average cost
AN	15	Aisle/Bin
N	8,2	Quantity committed
AN	1	Converted data from old system?
N	7,2	Filler
N	7,2	Filler
D	8	Last count date
N	8,2	Last physical quantity
N	10,4	Last purchase cost
N	si	Lead time
N	10,4	Last year cost
N	9,2	Last year quantity issued
N	9,2	Last year quantity received
N	10,4	Last year sales
AN	30	Memo
N	10,4	Quantity received cost month to date
N	10,2	Quantity issued cost month to date
N	9,2	Quantity issued month to date
N	9,2	Quantity received month to date
N	8,2	On order
AN	15	Previous aisle/bin
N	8,2	Maximum purchase quantity
N	8,2	Standard purchase quantity
N	9,2	Quantity on hand
N	7,2	Reorder point
N	8,2	Unit price
N	10,4	Quantity on hand cost start of month
N	9,2	Quantity on hand start of month
N	10,4	Quantity on hand cost start of year
N	9,2	Quantity on hand start of year
N	3,2	Variance percent
N	10,4	Quantity received cost year to date
N	10,4	Year to date dollar amount adjusted
N	10,4	Year to date cost transfer in

N	10,4	Year to date cost transfer out
N	10,4	Quantity issued cost year to date
N	9,2	Quantity issued year to date
N	8,2	Year to date quantity adjusted
N	9,2	Quantity transferred in year to date
N	9,2	Quantity transferred out year to date
N	9,2	Quantity received year to date
AN	30	Address 1
AN	30	Address 2
AN	30	Address 3
AN	30	Address 4
AN	1	Designated default location
AN	8	Organization Code (inventory asset account)
AN	6	Object Code (inventory asset account)
D	5	Project Code (inventory asset account)

## IN\_ITEM\_MASTER

FIELD TYPE	LENGTH	DESCRIPTION
AN	120	Description
AN	10	Item Number
AN	15	Alternate Item Number
AN	16	General Commodity
AN	1	Converted data into MUNIS?
AN	6	Expense Object Code
AN	8	Expense Organization Code
AN	5	Expense Project Code
D	8	Filler
AN	16	Filler
AN	6	Inv/Resale Object Code
AN	8	Inv/Resale Organization Code
AN	5	Inv/Resale Project Code
D	8	Last issue date
AN	4	Issue unit of measure
AN	8,2	Issued weight
D	8	Last PO Date
D	8	Last change date
AN	10	Manufacturer
AN	15	Manufacturer Number
N	4,3	Markup Percent
N	6,3	Purchase/Issue Ration
AN	4	Purchase Unit of Measure
N	8,2	Purchase weight
D	8	Last receipt date
AN	6	Revenue Object Code
AN	8	Revenue Organization Code
AN	5	Revenue Project Code
AN	15	Serial Number
AN	1	Status
AN	10	Primary vendor item number
N	6	Alternate vendor number
N	6	Primary vendor number

## IN\_PICK\_TICKETS

FIELD TYPE	LENGTH	DESCRIPTION
AN	6	Department for which the order is being placed
AN	40	Item description
AN	10	Item number
N	si	Line number
AN	3	Location
N	6	Quantity back ordered
AN	15	Bin number
N	6	Quantity canceled
AN	6	G/L Object Code
N	6	Quantity ordered
AN	8	G/L Org Code
AN	5	G/L Project Code
N	8,2	Sell price at time Pick Ticket is created
N	si	0=original order, >0 back order, (blank)=all
N	6	Quantity shipped
AN	4	Unit of measure
AN	4	
AN	1	Converted by MUNIS
N		If a requisition, the fiscal period, otherwise 0
N	4	If a requisition, the fiscal year, otherwise 0
D	8	Order date – date order was placed
N	10	Order number (assigned by system or manual)
N	3	0 to display all Pick Tickets not printed, >0 all print for order, (blank) for all
N	8	Requisition number
N	3	Back order number
AN	6	Ship to Code
AN	1	Status – new or posted
AN	5	Work order activity code
N	in	Work order number
AN	30	Address 1
AN	30	Address 2
AN	30	Address 3
AN	30	Address 4
AN	1	Designated default location
AN	6	Object Code (inventory asset account)
AN	8	Organization Code (inventory asset account)
AN	5	Project Code (inventory asset account)

## IN\_TRANS\_HIST

FIELD TYPE	LENGTH	DESCRIPTION
AN	6	Department Code
AN	16	Item number
AN	3	Location (physical site for inventory)
N	8	Purchase order number
AN	3	Reason Code
AN	25	Reason Code long description
AN	8	Reason Code short description
AN	4	Central depository fund
AN	8	ID Code
AN	1	Converted by MUNIS



AN	6	Inventory Object Code
AN	8	Inventory Organization Code
AN	5	Inventory Project Code
N	11,2	Quantity issued
IN		Journal number
IN		Journal year and period
AN	6	Expense Object Code
AN	8	Expense Organization Code
AN	5	Expense Project Code
N	11,2	Quantity received
AN	8	Requisition number
AN	6	Revenue Object Code
AN	8	Revenue Organization Code
AN	5	Revenue Project Code
AN	1	Transaction Code
D	8	Transaction date
N	SI	Transaction number
AN	1	Transaction type
N	13,4	Unit cost
N	13,4	Unit price
AN	5	Work order activity code
N	IN	Work order number

# Payroll

PR_ACCRUALS		
FIELD TYPE	LENGTH	DESCRIPTION
N	3	Accrual Table # (determines how accrual is earned)
AN	1	Accrual type
AN	4	Group bargaining unit
N	IN	Employee number
N	SI	Projection
D	8	Accrual date
AN	1	Is the accrual active? (Y/N)
N	8,4	Earned to date
N	6,2	Employee limit
N	8	Last day employee can take this accrual
AN	4	Job
AN	1	Not used
N	8,4	Part-time earnings
N	8,4	Current balance (SOY + earned –used = balance)
N	5,4	Accrual earned rate per hour/day/week/month/year
AN	1	Review? (Y/N) Flag for review of accruals.
N	8	Date employee can start taking leave of this type
N	8,4	SOY balance as carried forward from year end
N	6,2	Used to date
N	SI	From months of service
N	7,2	Accrual limit in units earned
N	SI	Sequence for months of service
N	SI	To months of service
N	8,4	Default rate
AN	30	Long description
AN	10	Short description
AN	1	Pay Type to use to automatically dock pay for accrual overage
AN	2	Accrual earning method – table or by period worked
AN	1	Accrual earning units – day, hours, etc.
AN	1	End of year processing of accruals
AN	1	EOY Trans Account Type
N	3,2	Applies to accrual/buy-out
AN	50	Filler field
AN	1	Liability applies? Y/N
AN	11	Determines how system will enforce employee accrual limits
N	5, 2	Accrual limit percent
N	5, 2	Percent 2
AN	1	Monitor record Y/N
N	SI	Next accrual table
AN	1	Request Y/N
AN	1	Transfer Account Type
AN	1	Transfer Account Type 2
AN	1	Truncate Y/N
AN	1	Type of units being used – hours or days

**PR\_ACCRUAL\_DETAIL**

FIELD TYPE	LENGTH	DESCRIPTION
N	si	Accrual table used with accrual type
N	6	Employee number
N	si	Projection
AN	6	Warrant Number for Payroll Run, if applicable
AN	1	Accrual type code (vac. sick, etc.)
AN	4	Job class code
N	8,4	Quantity of available accrual
AN	3	Beginning day employee is eligible for accrual
N	6,2	(not in use)
AN	40	Comment fields
AN	4	Earned Reason Code
N	8,4	Total accrual earned
N	3	Ending day of week (matching "to" date)
D	8	Starting date for accrual leave
N	8, 4	Pending hours
AN	1	Payroll Run Number
N	si	Serial counter
D	8	Ending date for accrual leave
AN	4	Used Reason Code
N	6,2	Total accrual used

**PR\_ACCUMULATOR**

FIELD TYPE	LENGTH	DESCRIPTION
N	8	Employee number
AN	30	Pay type long description
AN	10	Pay type short description
AN	30	Deduction long description
AN	10	Deduction short description
N	4	Earnings or deduction code
AN	1	Accumulator type
N	2,4	Year
N	2,2	Cycle range
N	11,2	Total employee amount – earnings or deductions
N	11,2	Escrow liquidation employee amount
N	11,2	Total employer amount related to deductions
N	11,2	Escrow liquidation employer amount
AN	1	Accum from M,Q,Y, F, I
N	11,2	Total gross amount applying to this deduction
N	10,2	Number of hours

**PR\_ALLOCATIONS**

FIELD TYPE	LENGTH	DESCRIPTION
N	SI	Allocation Code
AN	1	Entity Code
N	SI	Projection Code
AN	30	Allocation Description
N	6.3	Allocation Percentage
AN	6	Expense Distribution Obj

AN	8	Expense Distribution Org
N	SI	Pay Type Code
AN	5	Project Account

## PR\_BARGAIN\_GRADE

FIELD TYPE	LENGTH	DESCRIPTION
AN	4	Group code
N	si	Projection
AN	30	Group code long description
AN	10	Group code short description
AN	1	Retro pay pending? (Y/N)
AN	4	Salary grade
AN	2	Pay calculation code
AN	60	1st line of comments
AN	60	2nd line of comments
N	5,2	Days per period
N	5,2	Days per year
AN	15	Description of the grade/step
D	8	Effective date
N	6,2	Hours per period
N	4,2	Hours per day
N	6,2	Hours per year
AN	1	Offstep After Max Step (y/n)
AN	1	Pay frequency
N	6,4	Number of pay periods per year
AN	1	Pay basis (e.g. "A"nnual, "B"l-weekly)
D	8	Effective date
AN	1	Offstep After Max Step (Y/N)
N	9,2	Annual salary
N	6,2	Daily salary
N	7,4	Hourly salary
N	8,2	Period salary
N	SI	Salary step

## PR\_BASE\_PAY

FIELD TYPE	LENGTH	DESCRIPTION
AN	1	Activity status (A)ctive or (I)nactive
N	6	Allocation code
AN	30	Bargain unit long description
AN	10	Bargain unit short description
AN	4	Bargaining unit
AN	1	Is this a base pay record
N	6	Employee number
AN	4	Job class code
N	30	Job class long description
AN	10	Job class code short description
AN	4	Location code
AN	30	Location long description
AN	10	Location short description
AN	15	Employee first name
AN	20	Employee last name

AN	1	Middle initial
AN	3	Suffix (Jr., III, Sr., etc.)
AN	6	Expense Distribution Obj
AN	8	Expense Distribution Org
N	3	Earnings Type code
N	6	Position number
N	5	Projection code
N	9,2	Annual salary (recurring pay)
AN	1	Gender
AN	11	SSN
AN	4	Employee type
N	6,2	Hours per day
N	6,2	Hours per year
AN	2	Job classification employee calculation code
AN	1	Pay basis – annual, weekly, hourly, etc.
AN	2	Status (set up in Misc. Codes STAT)
AN	4	Summary class used to group Job Class Codes
AN	4	Summary class
AN	5	Project accounting code
N	7,2	Daily rate (recurring pay)
N	7,2	Daily rate (appearing in Job pay screen)
N	5,2	Days per period
N	6,2	Number of days per year worked
N	5,4	Earnings multiplication factor
N	9,2	Earnings limit – same as deduction limits
AN	4	Employee pay type
D	8	End date
AN	1	Pay frequency (how often employee paid –
N	8,4	Hourly rate (recurring pay)
N	8,4	Hourly rate (appearing in Job pay screen)
N	6,2	Hours per day worked – default
N	6,2	Number of hours per year
N	9,2	Pay amount for this line item
N		System assigned
N	6,4	Number of periods employee is paid (
AN	1	How salary stated – how pay is defined
N	6,2	Period regular hours (recurring pay)
N	9,2	Period salary
N	9,2	Reference Salary
N	9,2	Annual salary (value appearing in Job Pay screen)
D	8	Start date
AN	2	Employee's status – (full-time, permanent, etc.)

## PR\_CERTIFICATION

FIELD TYPE	LENGTH	DESCRIPTION
N	SI	Employee Number
AN	4	Area Code
AN	30	Area long description
AN	10	Area short description
D		Effective Date
D		Expiration Date
AN	50	Filler
AN	20	Certification number

D		Certification Due Date
AN	4	Certification Type code
AN	30	Type long description
AN	10	Type short description

## PR\_CHECKS

FIELD TYPE	LENGTH	DESCRIPTION
N	IN	Check/advice number
D		Date on the check
N	IN	Employee number
AN	6	Payroll cash account object code
AN	8	Payroll cash account org code
AN	5	Payroll cash account proj code
AN	1	Payroll run type
AN	1	Check sequence number
N	IN	Vendor number
AN	6	Payroll warrant number
D		Beginning date of pay period
D		Date check cleared
AN	1	Check status
AN	1	Check type C= check, D= advice
N	5,3	Days worked
D		Pay period end date
N	9,2	Current deductions
N	5,3	Current earnings
N	5,3	Current net pay
N	5,3	Weeks worked

## PR\_DEDUCTION\_BEN

FIELD TYPE	LENGTH	DESCRIPTION
N	4	Deduction number
N	6	Employee number
N	SI	Projection code (0)
N	9,2	Employee Annual Salary
AN	17	Employee's account number for funds deposit
AN	3	Code used to represent the bank
AN	30	Bank name
AN	2	Calculation code
AN	1	Child option to use
AN	1	Is the deduction active? (Y/N)
D	8	Deduction end date
AN	1	These fields determine when the deduction should be taken: Y = take the deduction during cycle 1
AN	1	Y = take the deduction during cycle 2
AN	1	Y = take the deduction during cycle 3
AN	1	Y = take the deduction during cycle 4
AN	1	Y = take the deduction during cycle 5
D	8	Deduction start date
N	4,2	Deduction factor that can be applied to the employee's deduction
AN	1	Direct deposit pre-notification flag
AN	1	C = check, S = savings

N	9,4	Employee amount or percent
N	9,4	Annual salary for Life Insurance purposes
N	7,2	Employee escrow account
N	2	Employee's tax withholding exemption
N	4,2	Employee Factor for Life Insurance purposes
N	9,2	Employee Insurance Amount
N	8,2	Employee limit
N	6,2	Employee Hours
N	9,4	Employer amount or percent
N	9,4	Annual salary for Life Insurance purposes
N	7,2	Employer escrow amount
N	4,2	Employer factor for life insurance purposes
N	9,2	Employer insurance amount
N	8,2	Employer limit
D	8	Enrollment date for insurance purposes
AN	20	The case number associated with this garnishment
AN	1	Exemptions for Age 65 and/or Blind
N	8,2	The total interest applied to the total limit
N	6,3	Percent of disposable earnings subject to garnishment
N	8,4	Employee Hourly Rate
AN	4	Health Insurance Carrier from Misc. Codes
AN	4	Health Insurance Coverage from Misc. Codes INSC
AN	4	Health Insurance Level from Misc. Codes
AN	1	Life Insurance Option
AN	4	Health Insurance Plan from Misc. Codes
N	6,2	Employee's share of the monthly premium
N	6,2	Employer's share of the monthly premium
SI		The number of times reported
AM	1	Marital status
AN	1	The employee's payroll run type
N	SI	Number of cycles remaining for this deduction
AN	1	Spouse option to use
N	7,2	YTD employee escrow withheld
N	7,2	YTD employer escrow withheld
N	SI	Age effective day
N	SI	Age effective month
AN	1	Annual tax
AN	3	Bank code – used for direct deposit
AN	1	Savings bond? Y/N
N	5,2	Child support
N	4,2	Child support minimum percent
N	SI	Number of cycles remaining for Run 1 – 3
AN	6	Deduction abbreviation
AN	2	Deduction calculation code
AN	30	Deduction long description
AN	12	Short description
D	8	Deduction end date
AN	1	Direct deposit code? (Y/N) (Y = direct deposit)
N	9,4	Employee amount/percent
N	9,4	Annual Salary in conjunction with Life Insurance
N	4,2	Factor in conjunction with Life Insurance
N	8,2	Employee limit
N	9,4	Employer amount/percent
N	9,4	Annual Salary in conjunction with Life Insurance

N	6,2	Factor in conjunction with Life Insurance
N	9,2	Employer insurance amount
N	8,2	Employer limit
AN	1	Exception Type 1 -4
AN	6	Employer share expense Object
AN	8	Employer share expense Organization
AN	50	Filler field
AN	1	Flex Spending Y/N
AN	5, 3	Garnishment earnings percent
N	5,3	Garnishment percent
N	6,2	Hours per year
AN	1	These Yes/No flags establish default deduction cycle flags for employee deduction records. Include in bi-weekly cycle 1? (Y/N)
AN	1	Include in bi-weekly cycle 2? (Y/N)
AN	1	Include in bi-weekly cycle 3? (Y/N)
AN	4	Insurance carrier code
AN	4	Insurance coverage code
AN	1	Is this an insurance deduction? Y/N
AN	11	Insurance group number
N	SI	Non-cash pay type
AN	1	Rounding option (applies to Life Insurance)
AN	4	Insurance plan code
N	6,2	Insurance premium amount
AN	1	Insufficiency code – Determines which dollars will be excluded from the current payroll
N	SI	Life Insurance Table, number to point to age- based Life Insurance premium rates
AN	1	Type of Limit
AN	4	Local income tax code
AN	1	Non-cash deduction Y/N
AN	1	Direct deposit code? (Y/N) (Y = direct deposit)
AN	1	Payroll run type for escrow processing 1 - 3
AN	1	Print accumulated employer share? Y/N
AN	1	Print current on stub? (Y/N)
AN	1	Print year-to-date on check stub? Y/N
N	4	Priority value
AN	1	Residence flag Y, N or blank
AN	1	Include in semi-monthly cycle 1
AN	1	Include in semi-monthly cycle 2
D	8	Start Date
AN	2	State Code for state/local tax purposes
AN	2	Tax Table Type
AN	1	Vendor check type; A= A/P check, B=PR check, N=no check
AN	IN	Vendor number for vendor checks
AN	1	W2 box code
AN	1	Include in week cycle 1 –5? (Y/N)
AN	6	Withholding liability Object
AN	8	Withholding liability Organization
AN	1	Employee/Employer
AN	1	Check/Invoice Entity
AN	30	Bank address line 1
AN	30	Bank address line 2
AN	1	Check digit used with transit number
AN	16	City where bank is located
AN	2	State where bank is located
AN	8	Transit # used to identify the bank
AN	10	Bank zip code



AN	20	Contact name
AN	14	Contact phone number

PR_DED_HISTORY		
FIELD TYPE	LENGTH	DESCRIPTION
N	8	Actual check number
AN	1	Payroll check number
AN	30	Deduction long description
AN	12	Short description
N	4	Deduction Code
N	6	Employee number
AN	4	Employee primary location
D	8	Payroll check date
		Uniqueness counter (serial not null)
N	10,2	Employee amount
N	10,2	Employer amount
N	10,2	Escrow amount
AN	1	Escrow flag Y/N
AN	6	Employer expense Object
AN	8	Employer expense Organization
AN	5	Employer expense Project
AN	50	Filler field
N	10,2	Gross pay subject to the deduction
AN	1	Payroll run control number
AN	6	Payroll warrant
AN	5	Liability Project
AN	6	Liability Object
AN	8	Liability Organization

PR_EARN_HISTORY		
FIELD TYPE	LENGTH	DESCRIPTION
N	6	Employee number
AN	30	Pay type long description
AN	10	Pay type short description
N	SI	Pay code
AN	1	Pay type code
N	6	Allocation Code
AN	4	Employee bargaining unit
D	8	Check date
N	6	Actual check number
AN	1	Check number
N	5,2	Number of days earned for the check
D	8	End date for Payroll Run
AN	5	Expense distribution Proj
AN	4	Grade
N	2	Step
N	8,4	Pay type hourly rate
N	8,2	Number of hours worked
AN	4	Employee job class
AN	4	Employee location
AN	6	Expense Distribution Object

AN	8	Expense Distribution Org
N	SI	Original pay
N	6	Personnel position
AN	6	PR warrant number
AN	4	Earnings risk code
AN	1	PR run control number (serial not null)
AN	1	Not in use
AN	1	Tax table code
N	10,2	Total dollar amount

## PR\_EMPLOYEE\_MAST

FIELD TYPE	LENGTH	DESCRIPTION
AN	25	Default direct deposit account number
AN	3	Default direct deposit bank code
AN	4	Primary bargaining unit
N	6	Employee number
AN	1	Set to 0
AN	4	Primary Job class
AN	30	Job code long description
AN	10	Job code short description
AN	30	Long location description
AN	10	Short location description
AN	4	Primary location
AN	15	Employee first name
AN	20	Employee last name
AN	1	Middle initial
AN	3	Suffix (Jr., III, Sr., etc.)
AN	6	Primary Object
AN	8	Primary Organization
AN	5	Project code
N	SI	Projection (should be 0)
AN	25	Address line 1
AN	25	Address line 2
AN	20	City
D	8	Date of birth
AN	15	First name
AN	1	Gender
AN	20	Last name
AN	1	Middle initial
AN	1	Relationship to employee
N		Sequence number
AN	11	Social Security Number
AN	2	State
AN	1	Student? Yes or No
AN	3	Suffix (Jr., III, Sr., etc.)
AN	10	Zip code
AN	1	Activity status (A)ctive or (I)nactive
AN	1	Is there info on the subscreen? System assigned
AN	3	(FUTURE) Blood Type
AN	1	Indicate if employee participates in a cafeteria plan
AN	8	System Assigned – ID code clerk
D	8	System Assigned – Date of last update to the record

AN	8	Change Time (date time hour to second)
AN	4	City code
D	8	Date of birth
AN	1	Does the dependent table contain information? Y/N
AN	2	EEO Function Code
AN	1	EEO part/full time
AN	2	EEO race classification
AN	50	Email address
AN	1	Is there emergency contact info? Y/N.
N	SI	Extra service
AN	50	Filler field
AN	1	Gender
D	8	Hire date
AN	14	Home phone number
AN	4	Inactive code (laid off, retired)
D	8	Inactive date
D	8	Include in PR after this date
AN	1	Include in payroll after this run type
AN	1	Default mail code for this run type.
AN	1	Default mail code for this run type
AN	1	Default mail code for this run type
AN	1	Default mail code for this run type
AN	1	Default mail code for this run type
AN	1	Default mail code for this run type
AN	1	Default mail code for this run type
AN	1	Default mail code for this run type
AN	1	Default mail code for this run type
AN	1	Actual marital status
AN	40	Comment
N	SI	Military Service
N	8	Original hire date
N	SI	Other service
AN	1	Primary pay frequency
D	8	Pension Date
D	8	Permanent date
AN	1	Is there an additional phone number? Y/N
AN	30	Comments
AN	14	Employee phone number
AN	1	Unlisted flag
AN	1	NOT USED
AN	15	Previous first name
AN	15	Previous last name
AN	1	Previous middle initial
AN	1	Y=Don't refresh projection data with live data for this employee
AN	1	Yes/No to indicate Local Resident
AN	1	On retirement system? (Y/N)
D	8	Service date (longevity)
AN	1	Indicates if employee is a sick leave bank member
N	6	Spouse employee number
AN	11	SSN
AN	2	Work status
AN	IN	Supervisor
AN	4	Terminated code

D	8	Date of termination
AN	1	Unemployment tax? (Y/N).
AN	4	Work location
AN	20	City
N	1	Address sequence number
AN	2	State
AN	10	Zip code
AN	25	Address line1
AN	25	Address line2
N	SI	Local tax deduction for this location

#### PR\_EMPL\_USER\_DEF

FIELD TYPE	LENGTH	DESCRIPTION
N	6	Employee number
N	SI	Projection Code (0 for current)
DATE	8	User defined date
AN	30	User defined description
AN	50	Filler
AN	30	User defined long description
AN	4	User defined code
AN	10	User defined short description
AN	4	User categories

#### PR\_JOB\_PAY

FIELD TYPE	LENGTH	DESCRIPTION
N	6	Allocation code
AN	30	Bargain unit long description
AN	10	Bargain unit short description
AN	4	Bargaining unit
AN	1	Is this a base pay record
N	6	Employee number
AN	4	Job class code
N	30	Job class long description
AN	10	Job class code short description
AN	4	Location code
AN	30	Location long description
AN	10	Location short description
AN	6	Expense Distribution Obj
AN	8	Expense Distribution Org
N	3	Earnings Type code
N	6	Position number
N	5	Projection code
N	9,2	Annual salary (recurring pay)
AN	4	Grade table in personnel applications.
AN	2	For teachers, the specific grade level taught
AN	4	Next grade in job pay screen
D	8	Next Step Date
D	8	C-S Effective Date
N	2	Step table in personnel
N	5,3	Default # of pay periods per year assoc. w/
AN	4	Group code

N	1	Base pay type code linked to this job class
AN	2	Pay calculation code (hourly, salary, etc.)
N	4,2	Day per month
N	5,2	Days per year
AN	4	EEO class code
AN	4	EEO function code (e.g., health, housing, etc.)
AN	1	EEO part/full time
AN	4	Employee type
N	1	The overtime code table which applies to this job class code to address FLSA overtime calculations
AN	5	Project account
AN	1	Use salary tables Y/N
N	6,2	Hours per day
N	6,2	Hours per year
AN	1	Y/N – does the job class earns days in a payroll
AN	2	Job classification employee calculation code
N	SI	Pay Type for Longevity Pay
AN	4	Maximum grade level allowed.
N	9,2	Maximum pay rate
N		Maximum step level allowed
AN	4	Minimum grade level allowed.
N	9,2	Minimum pay rate
N	2	Minimum step level allowed.
AN	1	Are employees no payroll employees? (Y/N)
AN	1	Pay basis – annual, weekly, hourly, etc.
AN	1	Use position control? (Y/N)
AN	4	Default risk code
N	6,2	Scheduled hours for base pay
AN	2	Status (set up in Misc. Codes STAT)
N	2	Sub Pay Table that applies to this job class
AN	1	Substitute teacher Y/N
AN	4	Summary class used to group Job Class
AN	4	Summary class
AN	1	Teacher? (Y/N)
AN	4	Risk Code from the Risk Code Table
AN	1	Does this record add to base pay? (Y/N) Set to N
AN	1	Using Balloon Payroll for this employee? (Y/N)
AN	2	Future release
N	3	Calendar Code
AN	8	Civil Service Category (like a Job Class)
D	8	Date of Contract
AN	4	Contract status
AN	5	Project accounting code
N	7,2	Daily rate (recurring pay)
N	7,2	Daily rate (appearing in Job pay screen)
N	7,2	Daily rate (next increase)
N	5,2	Days per period
N	6,2	Number of days per year worked
N	6,2	Number of days per year worked
AN	1	NOT IN USE
N	9,2	Earnings limit – same as deduction limits (appearing in pay screen for next increase)
N	5,4	Earnings multiplication factor
N	9,2	Earnings limit – same as deduction limits (appearing in Job pay screen)
N	9,2	Earnings limit – same as deduction limits (recurring pay)
AN	4	Employee pay type

AN	1	Is pay type encumbered for this employee: Y or N
D	8	End date
AN	50	Filler field
AN	1	Pay frequency (how often employee paid – weekly, bi-weekly, semi-monthly, etc.)
AN	1	“O”ffstep, “F”rozen, “M”id-year, “N”ot any
N	4,3	Full time equivalent percentage
D	8	Hire approval date (“tiebreaker” on lay-offs)
AN	8	Hire approval time ( “tiebreaker” on lay-offs)
N	8,4	Hourly rate (recurring pay)
N	8,4	Hourly rate (appearing in Job pay screen)
N	8,4	Hourly rate (appearing in Job pay screen)
N	6,2	Hours per day worked – default
N	6,2	Number of hours per year
N	7,4	Not used
N	8,4	Not used
N	9,2	Not used
D	8	Date of last review.
D	8	Last step date
N	9,2	Pay amount for this line item for next pay amount
N	9,2	Pay amount for this line item
N		System assigned
N	6,4	Next period in job pay screen
D	8	Date of next review
N	2	Step table in personnel (next step)
AN	1	Appears on job pay or recurring pay screen? Y/N
AN	1	Shows on Recurring screen? (Y/N)
AN	2	Number of months employee is paid
N	6,4	Number of periods employee is paid (
AN	1	How salary stated – how pay is defined
N	3	Earnings type
N		Pending position
N	6,2	Period regular hours (recurring pay)
N	6,2	Period regular hours – same field for next job
N	9,2	Period salary
N	6	Position number
N	4,1	Primarily for teachers, relevant to starting salary Prior months of experience
N	3,1	Primarily for teachers, relevant to starting salary Prior years of experience
N	9,2	Projected Salary
N	9,2	Reference Salary
N	6,4	The number of pay periods remaining in fiscal yr
N	9,2	Remaining Salary for Fiscal Year
N	9,2	Annual salary (value appearing in Job Pay screen)
N	9,2	Annual salary (next increase)
D	8	Start date
AN	2	Employee’s status – (full-time, permanent, etc.)
AN	3	Subject
D	8	Date employee received tenure
AN	1	Apply earnings to week cycle 1 (Y/N)
AN	1	Apply earnings to week cycle 2 (Y/N)
AN	1	Apply earnings to week cycle 3 (Y/N)
AN	1	Apply earnings to week cycle 4 (Y/N)
AN	1	Apply earnings to week cycle 5 (Y/N)
AN	1	Does the employee normally work Friday? Y/N
AN	1	Does the employee normally work Monday? Y/N

AN	1	Does the employee normally work Saturday? Y/N
N	3	Work schedule code
AN	1	Does the employee normally work Sunday? Y/N
AN	1	Does the employee normally work Thursday? Y/N
AN	1	Does the employee normally work Tuesday?
AN	1	Does the employee work Wednesday? Y/N
N		Years at this location

PR_PAY_TYPE		
FIELD TYPE	LENGTH	DESCRIPTION
N	1	Use longevity or experience table
AN	20	Code description
N	3	Actual pay type code
AN	30	Pay type long description
AN	10	Pay type short description
N		Normally 0
AN	1	Amount type
AN	1	Is it amount or percent based?
SI		Deduction code for dues
SI		Retroactive pay
SI		Service-from column
SI		Service-to column
AN	1	Type of code
N	8,3	Value of amount or percent
D	8	End date
AN	6	Object code representing the pay type
AN	8	Default Organization
AN	1	Category code 1 = reg, 2 = overtime, etc.
D	8	Pay type start date

PR_PERIOD_PAY		
FIELD TYPE	LENGTH	DESCRIPTION
N	SI	Employee's allocation code
AN	1	The check number
AN	1	Payroll run type
N	IN	Employee number
AN	4	Job class code
N	SI	Employee's pay code
AN	6	Payroll warrant
N	9,4	Accrual amount for Buffalo
N	9,4	Accrual hold for Buffalo
N	9,2	Actual pay amount
N	6,2	Actual hours worked
AN	4	Group/bargaining unit code
N	SI	Batch number
AN	1	Billable to a third party; "Y" or "N"
N	SI	The change value
N	SI	One up number used to order the pay lines
AN	8	Entry clerk's user ID
N	5,2	Days worked for this pay line
N	SI	Sequence number of the job/recurring pay record

N	IN	Error level
AN	50	Filler field
AN	1	Count these hours against the FLSA/Overtime limit (Y/N)?
AN	4	Salary grade code
AN	4	Employee's primary location
AN	20	Comments for the pay line
AN	6	Employee's object code (payroll account)
AN	8	Employee's org code (payroll account)
N	SI	Employee's original pay
AN	1	Pay category
AN	1	Pay frequency
N	6,4	Number of pay periods
N	IN	Employee's position number
AN	5	Employee's project code (payroll account)
N	8,4	Hourly rate
AN	4	Employee's risk code
N	6, 2	Employee's scheduled hours
AN	2	Pay step on pay scale
AN	1	Tax category
N	IN	Sequence number of time & attendance record linked to this pay line
AN	1	Not used

PR_PERIOD_SUM_DED		
FIELD TYPE	LENGTH	DESCRIPTION
	3	Bank code for electronic funds transfer
AN	17	The bank account for electronic funds transfer
AN	1	The check number – sequential from 0-9
AN	1	The payroll run type
N	SI	The deduction code
N	IN	Employee number
AN	6	Employee's object code
AN	8	Employee's org code
AN	6	Payroll warrant number
N	7,2	Employee amount not taken
N	7,2	Employee amount taken
AN	2	Calculation code
N	SI	Change value
N	9,2	Current gross amount
N	9,2	Amount subject to supplemental tax rate
N	9,2	Amount subject to Tax Table lookup
AN	1	Is this deduction a direct deposit; Y/N
AN	1	Is this direct deposit a pre-notification; Y/N
AN	1	Is this direct deposit "C"hecking or "S"avings
N	8,2	Employee deduction amount
N	9,4	Employee amount or percent of the deduction
N	9,2	Employee fiscal year to date amount
N	8,2	Employee limit
N	9,2	Employee year to date amount
N	8,2	Employer expense contribution
N	8,2	Employer amount or percent of the deduction
N	9,2	Employer fiscal year to date amount
N	8,2	Employer limit
N	7,2	Employer amount taken



N	9,2	Employer year to date amount
N	7,2	Employer amount not taken
N	IN	Error level
AN	1	"N"ot escrow, "Y" escrow, "L"= Escrow liquidation
N	SI	Number of tax exemptions
AN	50	Filler
AN	1	Insufficiency code
AN	1	The limit type; "C"heck limit or "F"iscal year
AN	4	Local code
AN	1	Print YTD values on check?
N	SI	Deduction priority code
AN	1	Print employer share on check stub? Y/N
AN	1	Prnt YTD employer share on check stub? Y/N
N	SI	Deduction sequence number
AN	2	State code
AN	1	Tax marital status
AN	2	Tax table type
AN	1	Indicates whether the update completed or not
N	9,2	Year to date gross amount
N	SI	Value of "1" or "0"
N	SI	The changed value
N	IN	The Actual check/direct deposit number after printed
AN	1	Check type category; "C"heck, "D"irect deposit
N	9,2	The employee's current deductions
N	9,2	The employee's current earnings
N	6,2	Current hours in this payroll
N	9,2	The employee's current net
N	9,2	Amt of pay flagged to by taxed at supplemental rate
N	9,2	Amt of pay flagged to be taxed using tax table
D	8	Payroll end date
D	8	The payroll beginning date
N	5,3	The days worked in the pay period
N	SI	Value of "1" or "0"
AN	1	Deduction cycle
N	IN	The error level
AN	50	Filler
N	9,2	Fiscal year to date gross
N	9,2	Year to date gross amount for FIT
N	9,2	Gross amount for FIT
AN	1	FLSA calculation
N	SI	Payroll generate level for this check
AN	4	Employee's primary location
AN	35	Mailing address lines 1-3
AN	1	Employee's mail code
AN	1	Employee's mail sort code
AN	70	Message 1 that prints on the check
AN	70	Message 2 that prints on the check
AN	35	Employee name
N	9,2	Amount of non-cash pay included in this check
N	6,3	The number of pay period
AN	1	Pay period; e.g., "W"eekly, "M"onthly, etc
N	9,2	Quarterly gross to date
AN	1	Recalculate flag; values "1", "2" or blank
AN	1	Pay rollup code

D	8	Not used
AN	20	Sort key
AN	1	Indicates whether the update completed or not
AN	1	Vendor code
N	SI	Vendor deduction code
AN	1	Code for void status
N	5,3	The weeks worked (for garnishment calculations)
N	9,2	Year to date deductions
AN	9,2	Year to date earnings
AN	9,2	Year to date gross
AN	9,2	Year to date net

PR_POSITION_CTL		
FIELD TYPE	LENGTH	DESCRIPTION
AN	4	Bargain unit code
AN	4	Job Code
AN	4	Location code
N	6	Position
AN	5	Project
AN	5	Projection number
N	4	Current Year Location
AN	70	Comments 1
AN	70	Comments 2
D	8	Create Date
N	5	Current Alloc
N	9,2	Encumbered
N	9,2	CY Budget Expended
N	4,3	Current Alloc FTE Percent
N	9,2	CY Budget Original
N	9,2	Projected
N	9,2	CY Budget Revised
N		Current year location code
N	4	Last year location code
N	5	Prior Allocation Code
N	9,2	LY Budget Expended
N	4,3	Prior Allocation FTE Percent
N	4	Last Year Location Code
N	9,2	LY Budget Original
N	9,2	LY Budget Revised
N	4	Maximum number of employees in position
AN	4	Maximum grade
N	2	Maximum step
AN	4	Minimum grade
N	2	Minimum step
AN	6	Object code
AN	8	Org code
AN	1	Pooled? (Y/N)
AN	20	Position Description
AN	8	User defined
AN	1	Status

## PR\_PROJ\_DED\_BEN

\*\*\*See view PR\_DEDUCTION\_BEN for data fields\*\*\*

## PR\_PROJ\_EMP\_MAST

\*\*\*See view PR\_EMPLOYEE\_MAST for data fields\*\*\*

## PR\_PROJ\_JOB\_PAY

\*\*\*See view PR\_JOB\_PAY for data fields\*\*\*

## PR\_PROJ\_PAY\_TYPE

\*\*\*See view PR\_PAY\_TYPE for data fields\*\*\*

## PR\_PROJ\_POS\_CTL

\*\*\*See view PR\_POSITION\_CTL for data fields\*\*\*

## PR\_TIMESHEET\_V

FIELD TYPE	LENGTH	DESCRIPTION
AN	30	Bargain unit long description
AN	4	Bargaining unit
N	1	Employee number
AN	4	Job class code
AN	4	Location code
AN	6	Expense Distribution Object
AN	30	Object description
AN	8	Expense Distribution Org
AN	30	Org description
N	SI	Earnings type code
AN	30	Earnings type long description
AN	10	Earnings type short description
N	SI	Projection code
AN	15	Employee's first name
AN	20	Employee's last name
AN	1	Employee's middle initial
AN	3	Suffix (Jr., III, Sr., etc ...)
AN	30	Job class code long description
AN	10	Job class code short description
AN	30	Location long description
AN	10	Location short description
AN	10	Bargaining unit short description
AN	1	Primary pay frequency
N	8, 4	Hourly rate
AN	1	Activity status
AN	1	Is this a base pay record
N	5, 4	Earnings multiplication factor
N	6, 2	Period regular hours (recurring pay)

N	9, 2	Period salary
N	9, 2	Annual salary (recurring pay)

PR_TIME_ATTENDANCE		
FIELD TYPE	LENGTH	DESCRIPTION
I		Allocation code
SI		Batch number
I		Employee number
AN	4	Employee's Job class code
AN	30	Job class long description
AN	10	Job class short description
AN	4	Location code
AN	6	Object code
AN	8	Org code
AN	30	Pay type long description
AN	10	Pay type short description
SI		Pay type
AN	5	Proect code
AN	1	Payroll run
AN	8	Payroll warrant
AN	1	Is this an absence record "Y" or "N"
Date		From date
Date		To date
SI		Not used
AN	50	Filler field
AN	20	Any notes concerning entry
AN	4	Reason code
AN	30	Reason long description
AN	10	Reason short description
I		Substitute allocation code
I		Substitute employee number
AN	4	Substitute job class code
AN	6	Substitute object code
AN	8	Substitute org code
SI		Substitute pay type
AN	5	Substitute project code
AN	11	Substitute ssn
N	8, 2	Substitute number of hours
AN	1	Substitute unit of measure
Serial		Sequence number
AN	11	Social security number
AN	1	Unit of measure
N	8, 2	Unit of measure"H" ours, "D"ays, "A"mount
AN	6	Not used
AN	3	Not used
AN	1	Batch type
AN	8	Approval ID
AN	8	Clerk entered by
Date		Entry date
AN	50	Filler field
AN	1	Posted "Y" or "N"
AN	1	Status of approval
AN	5	Time entry was created

**PR\_VENDOR**

FIELD TYPE	LENGTH	DESCRIPTION
AN	35	Vendor name
SI		Vendor code
AN	17	Vendor's bank account number
AN	1	Type of account: checking, savings
AN	30	Vendor' street address
AN	30	Vendor' street address
AN	3	Vendor's bank code
AN	24	Vendor's city
AN	14	Vendor fax number
AN	14	Vendor phone number
AN	1	Prenotification for invoice, check or none
AN	2	Two-letter state abbreviation
AN	10	Zip code for vendor's address

## Personnel

PM_ACTION_BENEFITS		
FIELD TYPE	LENGTH	DESCRIPTION
AN	5	Action Code
AN	30	Long description of the action code
AN	10	Short description of the action code
AN	30	Long description of the deduction code
AN	12	Short description of the deduction code
SI		Deduction code
N	9,4	Employee amount or percent
N		Employee number
N	9,4	Employer amount or percent
AN	20	Employee last name
AN	15	Employee first name
AN	1	Employee middle initial
AN	3	Employee name suffix
SI		Projection number
AN	1	Action category
D		Approval date
AN	4	Carrier
AN	60	Comments
AN	4	Insurance coverage code
D		Effective date of change
N	8,2	Employee limit
N	8,2	Employer limit
D		End date
D		Enrollment date
D		Entry Date
AN	11	Insurance group code
N	6,2	Employee's premium
N	6,2	Employer's premium
N	6,2	Insurance premium amount
AN	4	Insurance level code
AN	8	GL Org
AN	4	Insurance plan code
AN	4	Reason Code
I		Reference number
I		Serial Number
D		Start date
AN	8	User ID

PM_ACTION_ENTRY		
FIELD TYPE	LENGTH	DESCRIPTION
AN	5	Personnel action category
AN	4	Reason/authorization code
AN	30	Long description of the action code
AN	10	Short description of the action code
SI		Deduction
N	IN	Employee Number
AN	4	Job class

AN	30	Job Class long description
AN	10	Job Class short description
SI		Pay type
AN	30	Pay type long description
AN	10	Pay type short description
N	SI	Not Used
D		Approval date
AN	60	Comments
N	8	Effective date
N	8	Entry date
N	9	Entry time
N	5,2	Evaluation score
AN	15	Leave time desired
AN	4	Reason code
N	IN	Reference number
N	8	Date of return
AN	1	Seniority impact
AN	8	User ID
AN	50	Not Used

## PM\_ACTION\_HISTORY

FIELD TYPE	LENGTH	DESCRIPTION
AN	5	Action code
AN	30	Long description of the action code
AN	10	Short description of the action code
N	IN	Employee number
AN	30	Job Class long description
AN	10	Job Class short description
AN	20	Employee last name
AN	15	Employee first name
AN	1	Employee middle initial
AN	3	Employee name suffix
AN	30	Pay type long description
AN	10	Pay type short description
N	SI	Project code
AN	1	Action category
N	9,2	Annual salary
N	9,2	Annual salary (Value in Job Pay screen)
D	8	Approval date
AN	1	Base pay record? Y/N
AN	4	Group/Bargaining unit code
AN	8	Civil Service category
AN	60	Space for comments
N	7,4	Daily Rate (recurring pay)
N	7,4	Daily Rate (appearing in Job Pay screen)
N	6,2	Hours per day
N	6,2	Hours per year
N	5,2	Hours per perios
D	8	Effective date of the action
D	8	End date
D	8	Date record was entered
AN	5	Entry time
N	5,2	Evaluation score

AN	1	Frequency code
N	5,2	Fulltime equivalent percentage
AN	4	Not used
AN	4	Salary grade
N	8,4	Hourly rate
N	8,4	Hourly rate (appearing on Job Pay screen)
N	6,2	Hours per year
AN	4	Injury/accident code
N	7	Not used
N	7	Injury/accident payment
AN	1	Injury/accident payment code
AN	3	Not used
AN	4	Job class code
AN	20	Not used
AN	15	Amount of time in leave
D	8	Not used
AN	4	Location code
N	5,4	Multiplication factor
AN	8	Org code
SI		Pay code
AN	2	Number of months employee is paid
N	6,4	Number of periods employee is paid
AN	1	Pay scale
N	9,2	Period Salary
N	9,2	Period salary (appearing in Job Pay screen)
N	6,2	Hours in period
N	IN	Position number
AN	4	Reason code
N	IN	Optional reference number
D	8	Estimated return from leave date
AN	1	Impact seniority
N		Serial number
D		Start Date
AN	2	Employee's status (FT, PT etc)
SI		Step of grade/step
AN	8	User ID of the clerk

#### PM\_APPLICANT\_FILES

FIELD TYPE	LENGTH	DESCRIPTION
AN	15	Applicant's first name
AN	20	Applicant's last name
AN	1	Applicant's middle initial
AN	3	Applicant's suffix (e.g. Jr.)
I		Requisition number
AN	11	Applicant's social security number
SI		Requisition suffix
AN	25	1st line of applicant's address
AN	25	2nd line of applicant's address
AN	20	Applicant's city
AN	8	ID of clerk who made entry
DATE		Entry date
AN	50	Filler field
AN	14	Phone number



SI		Sequence number
AN	1	Status of the application
AN	2	Applicant's state
AN	10	Applicant's zip code
AN	9	Area code or category & code
AN	20	Certificate/license number
AN	40	Comments
DATE		Effective date of certification
DATE		Expiration date of certification
AN	50	Filler field
DATE		Certification required by date
AN	9	Type code or category & code
AN	9	Area code 1 or category & code
AN	9	Area code 2 or category & code
AN	40	Comments
AN	9	Degree code or category & code
AN	50	Filler
DATE		Graduation date
AN	9	Institution code or category & code
SI		Years completed
AN	15	Conducted by
DATE		Date of reference
AN	20	Reference name
I		Requisition number
I		Sequence number
SI		Requisition suffix
AN	11	Applicant's social security number
AN	9	Area code or category & code
AN	40	Comments
DATE		Date skills info entered
AN	50	Filler
N	5, 2	Credit hours received fro experience
N	4, 1	Overall skills score
AN	9	Type code or category & code
N	3, 1	Years of experience
AN	20	1st line of company address
AN	20	2nd line of company address
AN	50	Filler
DATE		Employment from date
AN	40	Reason for leaving
AN	20	Company name
AN	250	Company telephone number
AN	40	1st line of job description
AN	40	2nd line of job description
N	12, 2	Salary/rate
AN	15	Supervisor's name
DATE		Employment through date

## PM\_APPLICANT\_MAST

FIELD TYPE	LENGTH	DESCRIPTION
AN	4	Job class code
AN	15	Applicant's first name
AN	20	Applicant's last name

AN	1	Minimum salary requirements
AN	3	Applicant's suffix (e.g. Jr.)
AN	6	GL account object charged for this position
AN	8	GL account org charged for this position
AN	5	GL account project charged for this position
AN	30	Job description
I		Requisition number
AN	11	Applicant's social security number
SI		Requisition suffix
AN	25	1ST line of applicant's address
AN	25	2nd line of applicant's address
DATE		Application date
DATE		Available to start date
AN	20	Benefits required
AN	1	US citizen?
AN	20	Applicant's city
AN	8	ID of clerk who entered data
AN	1	Criminal record?
AN	1	Current employee flag
SI		Number of dependents
DATE		Applicant's date of birth
AN	50	Date of entry
DATE		Entry Date
AN	2	Ethnic code
AN	50	Filler
AN	1	Former employee flag
AN	1	Gender of the applicant
AN	9	Job family application is being held in
AN	30	Interviewer's notes
AN	1	Applicant's marital status
N	9, 2	Applicant's middle initial
AN	9	Other code
AN	25	Applicant's phone number
AN	25	Second phone number for applicant
AN	9	Referral code from Miscellaneous codes
AN	30	Rejection reason notes
AN	9	Rejection reason code
DATE		Retain until date
AN	2	Applicant's state
AN	1	Status code for applicant
AN	9	Veteran code from Miscellaneous Codes
AN	10	Applicant's zip code
AN	1	Default? Y or N
AN	9	Condition/Test code
AN	40	Comments
DATE		Completed date
AN	30	Code description
DATE		Required date
N	4, 1	Test score
AN	10	Short description
AN	15	Interview conducted by
DATE		Interview date
I		Sequence number
AN	20	Newspaper, journal job advertising information

AN	4	Group bargaining unit to which job belongs
AN	20	Employment agency used to recruit
D	8	Record entry date
N	4.3	Full-time equivalent percentage
AN	4	Salary grade for position
AN	9	Job family code
AN	20	Leading candidate
AN	1	(N)ew-position or ®eplacement
AN	20	Name of next person to approve this requisition
AN	4	Location cod for the position
N	in	Position number associated with the job opening
N	in	Employee number or person being replaced
AN	20	Name of person being replaced
AN	6	Requesting Department/Location code
AN	20	Requester's name
AN	20	Requester's phone number
N	12,2	Salary range from
N	12,2	Salary range to
AN	35	1st line of special requirements
AN	35	2nd line of special requirements
D	8	The date the position should be filled
AN	2	Employee status code
AN	1	Current status of the requisition
D	8	End date for temporary positions

## PM\_EVALUATIONS

FIELD TYPE	LENGTH	DESCRIPTION
N	IN	Employee number
N	8	Actual completion date
AN	1	Valid: p=pending; c=complete
N	8	Effective increase date
N	7,2	Increase amount
N	SI	Job class code
AN	10	Job class code short description
N	30	Job class long description
AN	30	Location long description
AN	10	Location short description
AN	15	Employee first name
AN	20	Employee last name
AN	1	Middle initial
N	5,2	Needed score
N	8,2	New rate
N	SI	Overall rating
N	8	Review period "from" date
N	8	Review period "thru" date
AN	2	Grade number
AN	4	Job class code
N	IN	Position number
N	SI	Step number
N	IN	Reviewer employee number
AN	20	Reviewer name
N	8	Scheduled review date
N	SI	Sequence of evaluations

N	SI	Evaluation job sequence
N	SI	Event sequence
N	8	Event date
AN	4	Job class code
AN	4	Evaluation type
AN	30	Evaluation type description
AN	10	Evaluation type short description

PM_EVAL_RATINGS		
FIELD TYPE	LENGTH	DESCRIPTION
N	IN	Employee number
N	SI	Job class code
N	SI	Sequence of evaluations
N	SI	Rating code
N	SI	Evaluation category code
AN	30	Description
N	4,2	Factor-assign weight
AN	10	Short description
AN	30	Rating description
AN	10	Short rating description

## Requisitions

RQ_ADDITIONAL_NOTE		
FIELD TYPE	LENGTH	DESCRIPTION
AN	42	Notes re the purchase order
N	10	Requisition number
N	4	Fiscal year
N	3	Requisition line number
AN	8	Who created note
N	SI	Line number
AN	1	Type of note code
AN	1	Print code

RQ_APPROVAL		
FIELD TYPE	LENGTH	DESCRIPTION
N	8	Requisition number
AN	1	Approval code
D	8	Date reviewed
AN	8	Approvers user ID
AN	25	Approver's name
AN	8	Approver's short name
N	8	Requisition change number
N	4	Fiscal year

RQ_BUYER_NAME		
FIELD TYPE	LENGTH	DESCRIPTION
AN	8	User's login ID
AN	25	Buyer's Name
AN	8	Short version of user's name

RQ_CLERK_NAME		
FIELD TYPE	LENGTH	DESCRIPTION
AN	8	User's login ID
AN	25	Clerk's name who entered Req
AN	8	Short version of user's name

RQ_DEPARTMENT		
FIELD TYPE	LENGTH	DESCRIPTION
AN	6	Department code
AN	8	G/L Organization code
AN	8	Department default buyer ID
AN	6	Departments primary bill to
AN	1	Budget complete "Y" or "N"
AN	1	Notification to originator
AN	30	Department long name
AN	10	Department short name

AN	9	Not used
AN	8	Exceed budget ID
AN	50	Filler field
AN	8	Department head user ID
N	IN	One up next year purchase order number
N	IN	One up current year purchase order number
N	IN	One up next year requisition number
N	IN	One up current year purchase requisition #
AN	2	Shipping route
AN	6	Departments primary ship to
AN	8	Sole Source

#### RQ\_GL\_INFO

FIELD TYPE	LENGTH	DESCRIPTION
AN	30	Object code description
AN	10	Object code short description
AN	10	Org code short description
AN	30	Org code description
N	8	Requisition number
N	6,3	Allocation percentage
N	3	Change number
N	13,2	Dollar amount
N	4	Fiscal year
N	6	Line item number
AN	6	Line item G/L Object
AN	8	Line item G/L Organization
AN	1	Over/under budget code
AN	5	Line item G/L Project

#### RQ\_MASTER

FIELD TYPE	LENGTH	DESCRIPTION
AN	6	Requesting department
N	IN	Primary purchase order number assigned
N	8	Requisition number
N	SI	Vendor address number
N	SI	Vendor remit address number
AN	1	1099 box for total
AN	15	Asset number
N	IN	bid/contract number
AN	16	Commodity code
N	3	Line number contract number
AN	6	Requesting department code
N	13,2	Discount amount
N	5,2	Discount percentage
N	132,	Extended price
N	4	Fiscal year
AN	1	Fixed asset code? (Y/N)
N	13,2	Estimated freight
AN	3	Inventory item location
AN	1	Inventory item number
AN	1	Inventory item type

AN	210	Line item description
N	8	Requisition line number
N	7,1	Quantity for this line item
N	7	Line number quote number
N	6	Line number work order number
AN	1	Description note exist indicator
AN	1	Post-it Note exist indicator
N	1	Inventory pick ticket number
D	8	Purchase order creation date
N	13,2	Net price
D	8	Line item requested by date
N	13,2	South Carolina sales tax
N	13,2	Trade in amount
AN	4	Unit of measure
N	13,5	Unit price
AN	1	Vendor note exist indicator
N	6	Line item suggested vendor
AN	1	Work flow message
N	5	G/L Allocation code
N	13,2	Total requisition value
N	SI	Approver level
AN	8	Next approver user-ID
AN	6	Proof/post batch code
N	6	Bid/quote number
AN	6	Bill to code
AN	8	Buyer ID
D	8	Change number date
N	8	Change date
AN	8	Who prepared - User ID
AN	51	General comments
AN	16	Commodity code
AN	10	Contract number
		Notification to originator
N	SI	Fiscal period
N	4	Fiscal year
AN	1	Fiscal year code (C or N)
N	5,3	Freight charge
AN	1	Handling code
AN	1	General note exist indicator
AN	1	Post it note exist indicator
D	8	Purchase order creation date
AN	2	Purchase order type
D	8	Preparation date
AN	10	Requisition by text
AN	1	Type of requisition
D	8	Requested by date
AN	4	Review code
AN	20	Shipping method
AN	6	Ship to code
AN	30	Ship to reference
AN	1	Sole-source vendor?
AN	1	Status code
N	5,3	Vendor discount percent
AN	1	Vendor note exist indicator

N	6	Suggested vendor
AN	5	Work order activity code
N	IN	Work order number
N	6	Work order number
AN	1	Work flow approver error

RQ_NEXT_APPROVER		
FIELD TYPE	LENGTH	DESCRIPTION
AN	8	User's login ID
AN	8	Short version of user's name
AN	25	Next approver's name



## Utility Billing

UB_ACCOUNTS		
FIELD TYPE	LENGTH	DESCRIPTION
AN	20	Account Number
AN	20	Property Parcel Id
AN	2	Account Type
AN	1	Bill To Switch
AN	1	Subject To Switch 1
AN	1	Subject To Switch 2
AN	1	Subject To Switch 3
AN	1	Subject To Switch 4
AN	1	Subject To Switch 5
AN	1	Subject To Switch 6
N	I	Copy to CID
N	SI	Copy to Address Number
N	SI	Customer Address 1 Number
N	SI	Customer Address 2 Number
N	SI	Customer Address 1 From Month
N	SI	Customer Address 2 From Month
N	SI	Customer Address 1 To Month
N	SI	Customer Address 2 To Month
N	I	Customer CID
AN	1	Delinquent Notices To Switch
AN	2	District
AN	17	Direct Draft Bank Account
AN	4	Direct Draft Bank Code
AN	1	Direct Draft Prenote Switch
D	8	Added Date
AN	8	Added By
T	8	Added Time
AN	50	Filler field
N	SI	Landlord address
N	IN	Landlord id
AN	4	City
AN	2	State
AN	10	Zip code
AN	5	Property Apartment Number
N	I	Property House Number
AN	5	Property House Number Suffix
AN	25	Property Street Name
AN	1	Mail To Switch
N	SI	Unit Count
N	I	Owner CID
N	SI	Owner Address 1 Number
N	SI	Owner Address 2 Number
N	SI	Owner Address 1 From Month
N	SI	Owner Address 2 From Month
N	SI	Owner Address 1 To Month
N	SI	Owner Address 2 To Month
AN	65	Property description
N	I	Read Sequence

AN	4	Read Sequence Group Code
AN	1	Account Status
D	8	Last Updated Date
AN	8	Last Updated By
T	8	Last Updated Time
AN	30	User Defined Field 1
AN	30	User Defined Field 10
AN	30	User Defined Field 2
AN	30	User Defined Field 3
AN	30	User Defined Field 4
AN	30	User Defined Field 5
AN	30	User Defined Field 6
AN	30	User Defined Field 7
AN	30	User Defined Field 8
AN	30	User Defined Field 9

## UB\_ACCOUNT\_CUST

FIELD TYPE	LENGTH	DESCRIPTION
AN	20	Account Number
AN	20	Property Parcel Id
AN	2	Account Type
AN	1	Bill To Switch
N	SI	Customer Address 1 Number
N	I	Customer CID
AN	2	District
AN	5	Property Apartment Number
N	I	Property House Number
AN	5	Property House Number Suffix
AN	25	Property Street Name
N	I	Owner CID
N	SI	Owner Address 1 Number
N	I	Read Sequence
AN	4	Read Sequence Group Code
AN	1	Account Status
AN	30	Customer Address 1 for Sequence = 0
AN	30	Customer Address 2 for Sequence = 0
AN	20	Customer City for Sequence = 0
AN	15	Customer County for Sequence = 0
AN	40	Customer Name 1 for Sequence = 0
AN	40	Customer Name 2 for Sequence = 0
AN	20	Customer Phone for Sequence = 0
AN	2	Customer State for Sequence = 0
AN	10	Customer Zip for Sequence = 0
AN	30	Customer Address 1 for Sequence = 1st Addr #
AN	30	Customer Address 2 for Sequence = 1st Addr #
AN	20	Customer City for Sequence = 1st Addr #
AN	15	Customer County for Sequence = 1st Addr #
AN	40	Customer Name 1 for Sequence = 1st Addr #
AN	40	Customer Name 2 for Sequence = 1st Addr #
AN	20	Customer Phone for Sequence = 1st Addr #
AN	2	Customer State for Sequence = 1st Addr #
AN	10	Customer Zip for Sequence = 1st Addr #
AN	30	Owner Address 1 for Sequence = 0

AN	30	Owner Address 2 for Sequence = 0
AN	20	Owner City for Sequence = 0
AN	15	Owner County for Sequence = 0
AN	40	Owner Name 1 for Sequence = 0
AN	40	Owner Name 2 for Sequence = 0
AN	20	Owner Phone for Sequence = 0
AN	2	Owner State for Sequence = 0
AN	10	Owner Zip for Sequence = 0
AN	30	Owner Address 1 for Sequence = 1st Addr #
AN	30	Owner Address 2 for Sequence = 1st Addr #
AN	20	Owner City for Sequence = 1st Addr #
AN	15	Owner County for Sequence = 1st Addr #
AN	40	Owner Name 1 for Sequence = 1st Addr #
AN	40	Owner Name 2 for Sequence = 1st Addr #
AN	20	Owner Phone for Sequence = 1st Addr #
AN	2	Owner State for Sequence = 1st Addr #
AN	10	Owner Zip for Sequence = 1st Addr #

### UB\_AMORT\_TABLES

FIELD TYPE	LENGTH	DESCRIPTION
N	SI	Amortization Code
N	SI	Amortization Step
AN	1	Calculation Code
N	8.2	Down Payment
D	8	Added Date
AN	8	Added By
T	8	Added Time
N	8.2	Interest Amount
N	6.4	Interest Percentage
AN	30	Long Description
N	SI	Number of Payments
N	8.2	Original Amount
N	8.2	Payment Amount
N	8.2	Principal Amount
AN	10	Short Description
D	8	Last Updated Date
AN	8	Last Updated By
T	8	Last Updated Time
N	8.2	Interest Paid
N	9.2	Principal Balance
N	8.2	Principal Paid
N	8.2	Total Paid

### UB\_ASSESSMENTS

FIELD TYPE	LENGTH	DESCRIPTION
AN	20	Account Number
N	SI	Amortization Code
N	SI	Amortization Step
AN	6	Bill Commitment
N	SI	Cycle Code
AN	2	Bill Run

AN	6	Service Code
N	SI	Service Sequence
AN	2	Account Type
N	8.2	Assessment Amount
N	SI	Assessment Year
N	8.2	Bill Amount
N	SI	Days in Cycle
AN	1	Bill In January Switch
AN	1	Bill In October Switch
AN	1	Bill In November Switch
AN	1	Bill In December Switch
AN	1	Bill In February Switch
AN	1	Bill In March Switch
AN	1	Bill In April Switch
AN	1	Bill In May Switch
AN	1	Bill In June Switch
AN	1	Bill In July Switch
AN	1	Bill In August Switch
AN	1	Bill In September Switch
AN	1	Calculation Code
AN	1	Subject To Switch 1
AN	1	Subject To Switch 2
AN	1	Subject To Switch 3
AN	1	Subject To Switch 4
AN	1	Subject To Switch 5
AN	1	Subject To Switch 6
AN	2	Class Code
AN	1	Connected Switch
D	8	Date Paid
N	8.2	Deferred Assessment Amount
D	8	Added Date
AN	8	Added By
T	8	Added Time
N	5.2	Front Feet Rate
N	SI	Front Feet
AN	1	Installed Date
N	8.2	Interest Amount
N	6.4	Interest Rate
AN	1	Method Code
N	SI	Total Payments
N	SI	Total Payments Left
N	SI	Number of Units
N	8.2	Original Assessment Amount
N	8.2	Principal Amount
AN	20	Project or Contract Number
AN	1	Service Status
D	8	Start Date
D	8	Stop Date
AN	2	Sub Class Code
N	8.2	Total Interest Billed
N	8.2	Total Principal Billed
N	8.2	Unbilled Balance
D	8	Last Updated Date
AN	8	Last Updated By

T	8	Last Updated Time
AN	30	User Defined Field 1
AN	30	User Defined Field 10
AN	30	User Defined Field 2
AN	30	User Defined Field 3
AN	30	User Defined Field 4
AN	30	User Defined Field 5
AN	30	User Defined Field 6
AN	30	User Defined Field 7
AN	30	User Defined Field 8
AN	30	User Defined Field 9

## UB\_BILL\_DETAIL

FIELD TYPE	LENGTH	DESCRIPTION
N	I	Customer CID
N	SI	AR Category
N	I	Bill Number
N	SI	Bill Year
AN	6	Service Code
N	10.2	Abated Amount
N	10.2	Adjustment Amount
AN	10	Category Linkage
N	10.2	Discount Amount
N	10.2	Installment 1
N	10.2	Installment 2
N	10.2	Installment 3
N	10.2	Installment 4
N	10.2	Interest Held
N	10.2	Interest Paid
D	8	Last Activity Date
N	SI	Line Number
N	10.2	Original Amount
AN	1	Original Lien Switch
N	10.2	Paid Amount
N	10.2	Payment Adjustment Amount
N	10.2	Preliminary Adjusted Amount
N	10.2	Preliminary Billed Amount
N	10.2	Refund Amount
N	10.2	Writeoff Amount

## UB\_BILL\_HEADER

FIELD TYPE	LENGTH	DESCRIPTION
AN	20	Account Number
N	I	Customer CID
N	SI	AR Category
N	I	Bill Number
N	SI	Bill Year
AN	20	Property Parcel ID
N	SI	Address Number
AN	5	Accounts Receivable Classification
N	10.2	Original Bill Amount

D	8	Bill Date 1
D	8	Bill Date 2
D	8	Bill Date 3
D	8	Bill Date 4
AN	1	Bill Type
AN	10	Category Link
AN	2	Collection Status
AN	8	Commitment Number (Run   Commitment)
AN	1	Converted Bill Switch
N	SI	Bill Cycle
D	8	Due Date 1
D	8	Due Date 2
D	8	Due Date 3
D	8	Due Date 4
D	8	Interest Date 1
D	8	Interest Date 2
D	8	Interest Date 3
D	8	Interest Date 4
AN	1	License Block Switch
N	I	Property House Number
AN	25	Property Street Name
AN	40	Bill To Name
AN	20	Old Bill Number
N	SI	Payoff Priority Code
AN	1	Property Type
N	I	Owner of Record CID
AN	40	Owner of Record Name
AN	1	Semi Annual Switch
AN	1	Bill Status
N	10.2	Unpaid Bill Amount (does not include interest)

UB_BILL_RUNS		
FIELD TYPE	LENGTH	DESCRIPTION
AN	20	Account Number
N	SI	AR Category Code
N	SI	Amortization Code
N	SI	Amortization Step
N	I	Bill Number
AN	6	Bill Commitment
N	I	Bill To CID
AN	2	Bill Run
AN	6	Service Code
N	SI	Service Sequence
N	SI	Future use
N	SI	Future use
N	SI	Future use
N	SI	AR Category
D	8	Bill Date
AN	8	Bill Print Format
AN	70	Bill Message Line 1
AN	70	Bill Message Line 2
AN	70	Bill Message Line 3
AN	70	Bill Message Line 4

N	SI	Bill Cycle
AN	1	Charges Proof/Register Req Switch
AN	1	Charges Proof/Register Comp Switch
AN	1	Bill Print Req Switch
AN	1	Bill Print Comp Switch
AN	1	Generate AR Req Switch
AN	1	Generate AR Comp Switch
AN	1	Y-Recalc Done Switch
N	SI	Charge Code Year
AN	1	All Jobs Complete Switch
AN	1	Apply Credits/Deposits Req Switch
AN	1	Apply Credits/Deposits Comp Switch
AN	1	Select Deposits Req Switch
AN	1	Select Deposits Comp Switch
D	8	Due Date
D	8	End Date
D	8	Added Date
AN	8	Added By
T	8	Added Time
AN	1	Final Bll Run? Y/N
N	SI	Fiscal Year
AN	1	Generate Charges Req Switch
AN	1	Generate Charges Comp Switch
AN	1	Create Hand Held File Req Switch
AN	1	Create Hand Held File Comp Switch
N	5.2	High Warning Percentage
AN	1	Import File With Readings Req Switch
AN	1	Import File With Readings Comp Switch
D	8	Int/Penalty Date
N	5.2	Low Warning Percentage
D	8	Mail Date
AN	1	Print Bills for Copy To's Switch
AN	1	Print Credit Balance Bills Switch
AN	1	Print Bills for Customers Switch
AN	1	Print Bills for Owners Switch
AN	1	Print
AN	1	Purged Switch
AN	1	Process HH Meter Reads Req Switch
AN	1	Process HH Meter Reads Comp Switch
AN	1	Bank Billing Register/EFT Req Switch
AN	1	Bank Billing Register/EFT Comp Switch
AN	1	Bill Sort Sequence
D	8	Start Date
AN	1	Transfer Overpayments Req Switch
AN	1	Transfer Overpayments Comp Switch
N	SI	Direct Draft Iterations
D	8	Last Updated Date
AN	8	Last Updated By
T	8	Last Updated Time
N	11, 4	Future use electric
N	11, 4	Future use electric
N	8.2	Applied Deposit Amount
N	13.2	Applied Deposit Interest
AN	1	Assessment Method Code

N	8.2	Bill Amount 1
N	8.2	Bill Amount 2
N	11, 4	Future use electric
N	IN	Future use electric
N	11, 4	Future use electric
D	8	Current Reading Date Old Meter
AN	1	Winter rate flag
AN	1	Calculation Order
AN	1	Subject To Switch 1
AN	1	Subject To Switch 2
AN	1	Subject To Switch 3
AN	1	Subject To Switch 4
AN	1	Subject To Switch 5
AN	1	Subject To Switch 6
N	8.2	Subject To Amount 1
N	8.2	Subject To Amount 2
N	8.2	Subject To Amount 3
N	8.2	Subject To Amount 4
N	8.2	Subject To Amount 5
N	8.2	Subject To Amount 6
AN	1	Created From Switch
N	8.2	Credit Amount
N	I	Current Reading Old Meter
N	8, 2	Demand amount
N	9, 4	Demand multi meter
N	8.2	Deposit Amount
D	8	Deposit Date
N	13.2	Deposit Interest
N	9, 4	Demand power factor
AN	1	Dummy Meter Switch
D	8	End Date
N	I	Error Code
N	SI	Month/Day figure used in determining new or established customer
N	9, 4	New factor
N	9, 4	Old factor (swaped meter)
N	8.2	Final Budget Credit
N	IN	Flat quantity
N	IN	Flat Usge
N	8.2	Fuel Adjustment Amount
N	11.8	Fuel Adjustment Factor
N	8.2	Interest Amount
N	8, 2	Future use electric
AN	6	Last Commit
AN	2	Last Bill Run
S		Serial number used to match records
AN	1	New or Established flag
AN	1	New or Established method of determination
N	I	Previous Read Old Meter
D	8	Previous Read Date Old Meter
AN	1	Winter flag
N	IN	Old winter usage
N	IN	New winter usage
N	8.2	Principal Amount
D	8	Current Reading Date



D	8	Previous Read Date
AN	1	Read Code
N	I	Current Reading
AN	4	Meter manufacturer code
AN	15	Meer number/code
N	I	Previous Reading
N	I	Read Sequence
AN	4	Read Sequence Group Code
AN	4	Meter reader ID
AN	70	Remarks Line 1
AN	70	Remarks Line 2
AN	1	Service Category
AN	1	Service Status
AN	1	Service Type
D	8	Start Date
N	8, 2	Subject to discount amount
N	8, 2	Subject to tax amount
AN	1	Summary Code
N	8.2	Tax Credit Amount
N	11.8	Tax Credit Factor
D	8	Last Updated Date
AN	8	Last Updated By
T	8	Last Updated Time
N	I	Current Usage
N	SI	Usage Days
N	I	Replacement Usage
N	IN	Old winter usage
N	I	Winter Usage
AN	1	Direct Draft Account Status
N	8.2	Bill Amount
D		Bill Date
AN	70	Comment Line 1
AN	70	Comment Line 2
AN	70	Comment Line 3
AN	1	Cutoff Set Switch
AN	17	Direct Draft Bank Account
AN	4	Direct Draft Bank Code
AN	1	Direct Draft Prenote Switch
AN	50	Filler field
N	10, 2	Previous billed amount 1
N	10, 2	Previous billed amount 2
N	10, 2	Previous balance
N	10, 2	Previous balance included
AN	20	Primary account number
N	IN	Primary account customer

## UB\_CHARGES

FIELD TYPE	LENGTH	DESCRIPTION
AN	6	Service Code
AN	30	Long Description
AN	10	Short Description
AN	1	Charge Type

**UB\_CONSUMPTION**

FIELD TYPE	LENGTH	DESCRIPTION
AN	20	Account Number
N	SI	Bill Month
N	I	Bill Number
N	SI	Bill Year
AN	6	Bill Commitment
N	I	Bill To CID
AN	2	Bill Run
AN	6	Service Code
N	SI	Service Sequence
N	8.2	Bill Amount
D	8	Bill Date
N	IN	Billed usage
D	8	Current Reading Date Old Meter
N	I	Current Reading Old Meter
D	8	Due Date
D	8	Previous Read Date Old Meter
N	I	Previous Reading Old Meter
D	8	Current Reading Date
AN	1	Read Code
N	I	Current Reading
N	I	Read Sequence
AN	4	Read Sequence Group Code
N	I	Usage
N	SI	Usage Days
N	I	Replacement Usage

**UB\_CUSTOMERS**

FIELD TYPE	LENGTH	DESCRIPTION
N	IN	Customer account
AN	1	Customer Type
AN	30	Address 1
AN	30	Address 2
AN	20	City
AN	1	Converted Switch
AN	15	Country
AN	2	Created By Department
AN	17	Direct Draft Bank Account
AN	4	Direct Draft Bank Code
AN	30	Email Address
AN	20	Fax Number
AN	40	Website Address
AN	40	Name 1
AN	40	Name 2
AN	1	Person or Entity Switch
AN	20	Phone Number
AN	1	Resident Switch
AN	11	Social Security Number
AN	2	State

AN	1	"The" Switch
AN	8	Last Updated by
D	8	Last Updated Date
T	8	Last Updated Time
AN	10	Zip Code

#### UB\_CUSTOMER\_ADDL

FIELD TYPE	LENGTH	DESCRIPTION
N	IN	Customer account
N	SI	Address Number
AN	30	Address 1
AN	30	Address 2
AN	20	City
AN	15	Country
AN	40	Memo
AN	40	Name 1
AN	40	Name 2
AN	20	Phone
AN	2	State
AN	10	Zip

#### UB\_CUST\_HISTORY

FIELD TYPE	LENGTH	DESCRIPTION
AN	20	Account Number
N	I	Customer CID
AN	6	Service Code
N	SI	Service Sequence
N	13.2	Deposit Amount Applied
N	13.2	Deposit Interest Applied
N	13, 2	Deposit billed
N	13.2	Deposit Amount
D		Deposit bill date
AN	6	Deposit code
N	I	Deposit Receipt
N	SI	Address number deposit refund was sent to.
N	13, 2	Refunded amount.
N	13, 2	Refunded interest.
N	SI	Deposit sequence
D	8	Deposit Date
N	13.2	Deposit Interest
AN	50	Filler field
D	8	From Interest Date
D	8	Interest Date
N	13.2	New Deposit Interest
N	13.2	Periodic Deposit Interest
AN	1	Posted to G/L Switcg
N	SI	Customer Address Number
N	I	Copy to CID
N	SI	Copy to Address
AN	17	Direct Draft Bank Account
AN	4	Direct Draft Bank Code

AN	1	Direct Draft Prenote Switch
AN	70	Note Text
AN	1	Relation to Account
N	SI	Account Sequence
D	8	Start Date
AN	1	Status
D	8	Stop Date
N	SI	Number of Times Late

## UB\_INSTALLMENTS

FIELD TYPE	LENGTH	DESCRIPTION
AN	20	Account Number
N	SI	Amortization Code
N	SI	Amortization Step
AN	6	Bill Commitment
N	SI	Cycle Code
AN	2	Bill Run
AN	6	Service_Code
N	SI	Service Sequence
AN	2	Account Type
N	9.2	Bill Amount
N	SI	Days in Cycle
AN	1	Bill In January Switch
AN	1	Bill In October Switch
AN	1	Bill In November Switch
AN	1	Bill In December Switch
AN	1	Bill In February Switch
AN	1	Bill In March Switch
AN	1	Bill In April Switch
AN	1	Bill In May Switch
AN	1	Bill In June Switch
AN	1	Bill In July Switch
AN	1	Bill In August Switch
AN	1	Bill In September Switch
AN	2	Calculation Code
AN	1	Subject To Switch 1
AN	1	Subject To Switch 2
AN	1	Subject To Switch 3
AN	1	Subject To Switch 4
AN	1	Subject To Switch 5
AN	1	Subject To Switch 6
AN	1	Delinquent Code
D	8	Added Date
AN	8	Added By
T	8	Added Time
N	9.2	Interest Amount
N	4.2	Interest Percentage
AN	1	Method Code
N	SI	Number of Payments
N	SI	Number of Payments Left
N	SI	Number of Units
N	9.2	Original Amount
AN	20	Permit or Contract Number

N	9.2	Principal Amount
AN	1	Service Status
D	8	Start Date
D	8	Stop Date
N	9.2	Total Interest Billed
N	9.2	Total Principal Billed
N	9.2	Unbilled Balance
D	8	Last Updated Date
AN	8	Last Updated By
T	8	Last Updated Time
AN	30	User Defined Field 1
AN	30	User Defined Field 10
AN	30	User Defined Field 2
AN	30	User Defined Field 3
AN	30	User Defined Field 4
AN	30	User Defined Field 5
AN	30	User Defined Field 6
AN	30	User Defined Field 7
AN	30	User Defined Field 8
AN	30	User Defined Field 9

UB_METERS		
FIELD TYPE	LENGTH	DESCRIPTION
AN	20	Account Number
AN	4	Meter Manufacturer
AN	15	Meter Number
AN	6	Service Code
N	SI	Service Sequence
N	10, 2	Cost of meter
AN	15	Demand meter serial number
AN	1	Device Code
N	SI	Number of Dials
D	8	Added Date
AN	8	Added By
T	8	Added Time
N	SI	Number of Fixed Zeroes
AN	1	Floor Drain Switch
D	8	Installed Date
AN	15	Future use for electric
AN	10	Line Type
AN	10	Material
AN	10	Meter Size
AN	1	Meter Type
AN	10	Model
D		Next call date
D	8	Purchase Date
AN	60	Remarks
D		Retire date
D		Return date
D	8	Service Date
N	I	Start Reading
AN	1	Status
AN	1	Sump Pump Switch

AN	2	Test Circle Code
AN	1	Transformer? Y/N
D	8	Last Updated Date
AN	8	Last Updated By
T	8	Last Updated Time
AN	30	User Defined Field 1
AN	30	User Defined Field 10
AN	30	User Defined Field 2
AN	30	User Defined Field 3
AN	30	User Defined Field 4
AN	30	User Defined Field 5
AN	30	User Defined Field 6
AN	30	User Defined Field 7
AN	30	User Defined Field 8
AN	30	User Defined Field 9

## UB\_MISCELLANEOUS

FIELD TYPE	LENGTH	DESCRIPTION
AN	20	Account Number
AN	6	Bill Commitment
AN	2	Bill Run
N	SI	Service Sequence
AN	6	Service Code
AN	2	Account Type
D	8	Action Date
N	SI	AR Category Code
AN	1	Subject To Switch 1
AN	1	Subject To Switch 2
AN	1	Subject To Switch 3
AN	1	Subject To Switch 4
AN	1	Subject To Switch 5
AN	1	Subject To Switch 6
D	8	Added Date
AN	8	Added By
T	8	Added Time
AN	50	Filler field
N	8.2	Amount
N	SI	Quantity
AN	70	Remarks Line 1
AN	70	Remarks Line 2
AN	1	Service status
D	8	Last Updated Date
AN	8	Last Updated By
T	8	Last Updated Time

## UB\_NO\_OTHERS

FIELD TYPE	LENGTH	DESCRIPTION
AN	20	UB Account number

**UB\_NO\_REMAST**

FIELD TYPE	LENGTH	DESCRIPTION
AN	20	UB Account number

**UB\_RATES**

FIELD TYPE	LENGTH	DESCRIPTION
D	8	Effective Date
AN	6	Service Code
AN	1	Discount? Y/N
N	1	Maximum Usage
N	11.6	Rate
N	SI	Step
AN	25	Step description
AN	1	Subject to Tax? Y/N
AN	1	Rate type
N	8.2	Annual Minimum
AN	1	Averaging Method
N	SI	Averaging Periods
N	8.2	Base/Flat Charge
AN	1	Base discount? Y/N
AN	6	Based on Other Charge Code
AN	1	Base tax? Y/N
N	6, 4	Compute factor 1
N	6, 4	Compute factor 2
N	SI	Default Bill Cycle
N	IN	Default usage
AN	6	Deposit code
AN	1	Rates Effective Switch
N	11.6	Energy Charge
D	8	Added Date
AN	8	Added By
T	8	Added Time
N	SI	Estimate maximum amount
N	11, 4	Amount of free demand
N	11.8	Fuel Adjustment Factor
N	4.2	High/Low Warning Percentage
AN	1	Future use for electric
N	6, 4	Future use for electric
N	11, 4	Future use for electric
AN	1	Future use for electric
N	8.2	Maximum Charge Amount
N	8, 2	Minimum Charge Amount
N	11, 4	Minimum demand
AN	1	Negative usage? Y/N
N	SI	Based on Other Periods
N	4.2	Percentage
N	SI	Future use for electric
N	SI	Future use for electric
N	SI	Future use for electric
N	SI	Future use for electric
AN	1	Prorate Switch
N	8.2	Rate 1

N	8.2	Rate 2
AN	1	Service Type
AN	1	Summary Code
N	11.8	Tax Credit Factor
N	I	Unit of Measure Allowance
AN	10	Unit of Measure Description
N	I	Unit of Measure Factor
D	8	Last Updated Date
AN	8	Last Updated By
T	8	Last Updated Time
N	I	Usage 1
N	I	Usage 2

## UB\_SERVICES

FIELD TYPE	LENGTH	DESCRIPTION
AN	20	Account Number
AN	6	Bill Commitment
N	SI	Cycle Code
AN	4	Read Meter Manufacturer
AN	15	Read Meter Number
AN	2	Bill Run
AN	6	Service Code
N	SI	Service Sequence
AN	2	Account Type
N	6.2	Deposit Amount Applied
N	SI	Days in Cycle
AN	1	Bill In January Switch
AN	1	Bill In October Switch
AN	1	Bill In November Switch
AN	1	Bill In December Switch
AN	1	Bill In February Switch
AN	1	Bill In March Switch
AN	1	Bill In April Switch
AN	1	Bill In May Switch
AN	1	Bill In June Switch
AN	1	Bill In July Switch
AN	1	Bill In August Switch
AN	1	Bill In September Switch
N	SI	Number of Budget Periods
N	7.2	Budget Amount
N	8.2	Budget Balance
AN	1	Budget Plan Switch
D	8	Current Reading Date Old Meter
AN	1	Subject To Switch 1
AN	1	Subject To Switch 2
AN	1	Subject To Switch 3
AN	1	Subject To Switch 4
AN	1	Subject To Switch 5
AN	1	Subject To Switch 6
AN	40	Comment
N	SI	Condo Units
N	8.2	Credit Amount
AN	2	Credit Status



N	I	Current Reading Old Meter
N	9, 4	Demand meter multi factor
N	7.2	Deposit Amount
D	8	Deposit Date
N	SI	Number of Dials Old Meter
N	4.1	Discount Percentage
D	8	Added Date
AN	8	Added By
T	8	Added Time
N	SI	Day month figure for new or established determination
N	9.4	Factor
N	9, 4	Old factor
AN	1	Factor Type
AN	1	Final? Y/N
N	IN	Flat quantity
N	7.2	Flat Rate
N	IN	Flat usgae
D	8	Last Read Date
N	I	Last Reading
		Serial for linking records
AN	1	New/Established customer flag
AN	1	New/Established customer method
AN	6	Based on Other Service Code
AN	4	Other Meter Manufacturer
AN	15	Other Meter Serial Number
N	SI	Based on Other Usage Periods
N	SI	Based on Other Service Sequence
D	8	Previous Read Date Old Meter
AN	1	Winter flag
N	IN	Winter usage
N	SI	Previous estimate
N	I	Previous Reading Old Meter
N	6, 2	Credit amount
AN	1	Rate adjustment Y/N
N	I	Read Sequence
AN	4	Read Sequence Group Code
AN	15	Remote ID code
N	IN	Seasons remaining
AN	1	Seasonal? Y/N
AN	1	Service Status
AN	1	Service Type
D	8	Start Date
D	8	Stop Date
D	8	Last Updated Date
AN	8	Last Updated By
T	8	Last Updated Time
N	IN	Usage allowed
N	I	Replacement Usage
AN	30	User Defined Field 1
AN	30	User Defined Field 10
AN	30	User Defined Field 2
AN	30	User Defined Field 3
AN	30	User Defined Field 4
AN	30	User Defined Field 5

AN	30	User Defined Field 6
AN	30	User Defined Field 7
AN	30	User Defined Field 8
AN	30	User Defined Field 9
AN	1	Winter quarter flag
N	1	Winter Usage

## UB\_TAXCLASS

FIELD TYPE	LENGTH	DESCRIPTION
AN	20	UB Account number
AN	30	Tax class description
AN	4	Tax class code

## UB\_WORK\_ORDERS

FIELD TYPE	LENGTH	DESCRIPTION
AN	20	Account Number
AN	6	Bill Commitment
N	1	Work Order CID
AN	2	Bill Run
AN	6	Service Code
N	SI	Service Sequence
AN	4	"Assigned to" code
AN	6	Authorised agent code
AN	4	Reason Code
AN	60	Comment Line 1
AN	60	Comment Line 2
AN	60	Comment Line 3
AN	60	Comment Line 4
AN	3	Completed By
D	8	Completed Date
AN	5	Completed Begin
AN	5	Completed End
AN	5	Department code
D	8	Entry Date
AN	8	Added By
AN	2	Priority code
D		Requested date
AN	5	Requested time
D	8	Scheduled Work Date
AN	5	Scheduled time
N	SI	Sequence
AN	1	Status
AN	4	Type
N	1	Work Order Number

## Work Flow

WF_APPROVER_INFO		
FIELD TYPE	LENGTH	DESCRIPTION
AN	8	Approver (spidcode.sp_idcode)
AN	25	Approver name
AN	8	Approver name short description
AN	1	Pending action delivery method 1 - Messenger, 2 - Email.
AN	1	Indicates Forwarding to the above approver in affect.
AN	8	Another approver (must exist in table) that all pending actions stamped active will be transferred too.

WF_BUSINESS_RULES		
FIELD TYPE	LENGTH	DESCRIPTION
AN	3	Business rule process code
AN	30	Process Description
AN	1	Must all approvers at this step approve to advance WF?
AN	9,2	Amount (if AMT aprv_type)
AN	30	Approval description
AN	3	The type of the approval (AMT, COM, OVR, SEG, VER)
AN	8	Approver (spidcode.sp_idcode)
AN	25	Approver name
AN	8	Approver name short description
AN	1	(S)eg or (C)om
AN	8	Range start
AN	6	MUNIS department (If applicable)
AN	4	MUNIS PR location (If applicable)
AN	1	Rule type (N)otification or (A)pproval
N		Sequence number of entry
Serial		Key too wfbuscod (for types: COM, SEG)
N		The order the action will be generated in the WF
AN	8	Range end

WF_HISTORY		
FIELD TYPE	LENGTH	DESCRIPTION
AN	35	The applications keyval (Unique value to locate a record within MUNIS)
AN	3	Business rule process code
AN	30	Process description
Date		Date the action stamped active by engine (Delivered to user)
AN	1	The action taken by the user (A)pprove, (F)orward, (H)old, (R)eject, or (C)ancelled.
AN	5	Time the action stamped active by engine (Delivered to user)
AN	30	Approval description
AN	3	The type of the approval (AMT, COM, OVR, SEG, VER)
AN	8	Approver (Wfapprvr.wfap_user)
AN	25	Approver name
AN	8	Approver name short description
AN	50	The pending action detail line or notification sent.
Date		Date entry moved to history (Action taken by user)
AN	8	Time entry moved to history (Action taken by user)
N		The order the action was created in.

AN                    50            Any user entered comment.

WF_PENDACT_MASTER		
FIELD TYPE	LENGTH	DESCRIPTION
AN	3	Business rule process code
AN	30	Process description
AN	1	Must all approvers at this step approve to advance WF?
AN	9,2	Amount (if AMT aprv_type)
AN	30	Approval description
AN	3	The type of the approval (AMT, COM, OVR, SEG, VER)
AN	8	Approver (spidcode.sp_idcode)
AN	25	Approver name
AN	8	Approver name short description
AN	1	(S)eg or (C)om
AN	8	Range start
AN	6	MUNIS department (If applicable)
AN	4	MUNIS PR location (If applicable)
AN	1	Rule type (N)otification or (A)pproval
N		Sequence number of entry
Serial		Key too wfbuscod (for types: COM, SEG)
N		The order the action will be generated in the WF

## Work Orders

WO_ACTIVITY		
FIELD TYPE	LENGTH	DESCRIPTION
AN	8	Primary org on the work order
WOTD_NUM	1	Work order number
DATE		Date of activity
AN	35	Short description
N	16, 2	Total hours worked
N	18, 6	Total supply price
N	10, 4	Unit price
N	8, 2	Number of units

WO_BILLING		
FIELD TYPE	LENGTH	DESCRIPTION
AN	8	Primary org on the work order
AN	30	Org description
AN	5	Building code
N	9, 2	Cost of electricity
N	SI	Fiscal period
N	SI	Fiscal year
N	9, 2	Fuel cost
N	9, 2	Labor cost
N	9, 2	Hours of labor
N	9, 2	Cost of materials
N	9, 2	Month to Date total
N	9, 2	Overhead cost
N	11, 2	Total cost of fields noted.
N	9, 2	Warrant cost
N	9, 2	Year to date total

WO_MASTER		
FIELD TYPE	LENGTH	DESCRIPTION
AN	8	Primary org on the work order
N	IN	Work order number
N	IN	Customer number
D		Actual end date
N	8, 2	Actual overhead
D		Actual start date
AN	5	Activity code
AN	5	Activity type
AN	30	Activity type description
AN	10	Activity type short description
AN	5	AR charge code
N	IN	Assigned by
N	8, 2	Overhead base amount
N	IN	Bill number
AN	1	Work Order billable Y or N
AN	6	Charge Code

AN	1	Complaint Y or N
N	8, 2	Contingency base amount
N	4, 2	Contingency percent
AN	10	Contract number
AN	1	Converted Y or N
AN	1	Create Fixed Asset Y or N
N	13, 2	Deposit amount
AN	35	Short Description
N	SI	Employee number
D		Date entered
AN	15	Fixed Asset
AN	50	Filler field
AN	5	General code
AN	5	General type
AN	8	Work Order ID number
AN	6	Indirect Object Code
AN	8	Indirect Org Code
AN	5	Indirect Project Code
AN	1	Internal work order Y or N
AN	50	Location
N	IN	Location number
AN	25	Location street
AN	5	Location unit
N	4, 2	Overhead percent
AN	30	Parcel ID
AN	15	Link to Permits and Applications
AN	5	Priority code
AN	5	Priority type
AN	5	Project number
D		Rate requested
AN	5	Requesting department
AN	30	Requestor's name
AN	14	Requestor's phone number
AN	5	Requisition type
AN	5	Responsible department
AN	5	Responsible type
D		Scheduled end date
D		Scheduled start date
AN	1	Work order status
AN	5	Status code
AN	5	Status type
N	6, 2	Status units
AN	5	Sub category code
AN	5	Sub category type
AN	30	Sub category description
AN	10	Sub category short description
N	IN	Supervisor's number
I		Not in use
AN	4	Town precinct
AN	30	Type description
AN	10	Type short description
AN	20	Not in use
SI		Work order year

**WO\_TSK\_ACTL\_DTL**

FIELD TYPE	LENGTH	DESCRIPTION
I		Work order number
SI		Work Order Task number
AN	1	Work Order Task type
SI		Task sequence number
SI		Record count
D		Actual task activity date
N	8, 2	Actual regular hours
N	5, 2	Actual regular rate
N	6, 2	Actual overtime hours
N	5, 2	Actual overtime rate
N	8,2	Actual number of units
N	10, 4	Actual unit price
I		Requisition number
AN	8	Clerk ID
D		Entry date
AN	15	Fixed Asset
AN	3	Item location
AN	1	ConvertedY or N

**WO\_TASK\_BUDGET**

FIELD TYPE	LENGTH	DESCRIPTION
NI	IN	Purchase Order number
N	IN	Vendor name
N	IN	Work Order number
N	8, 2	Actual amount
N	5, 2	Actual bill rate
N	IN	Activity Code
N	5, 2	Actual hourly rate
N	5, 2	Actual indirect rate
N	5, 2	Actual Overtime rate
N	6, 2	Actual overtime hours
N	SI	Activity Type
N	10, 4	Actual unit price
AN	1	Task complete Y or N
AN	1	Converted Y or N
N	8, 2	Estimated amount
N	5, 2	Estimated hourly rate
N	5, 2	Estimated Indirect rate
N	5, 2	Estimated overtime rate
N	8, 2	Estimated overtime hours
N	8, 2	Estimated unit price
AN	10	Inventory item number
AN	3	Item location
AN	4	Job Class
AN	5	Contractual code
AN	5	Contractual type
AN	5	Estimated Equipment Code
N	SI	Rate type
N	SI	Task sequence number
N	SI	Work Order Task number
AN	1	Work Order Task type